

Langshott Ladybirds Nursery

Fees from September 2019

Fees per hour £6.80

Terms of payment by invoice :

Payment is due on the first day of term, paid termly or half termly by cash, childcare vouchers, or cheque (payable to Langshott Ladybirds Nursery).

Weekly payments are only accepted by agreement with the nursery manager.

Fees overdue by more than two weeks will have a 10% surcharge levied to cover administration costs.

Childcare vouchers : When paying with childcare vouchers please inform the nursery manager in writing each time you generate a payment. Please state the date and amount paid and, if possible a reference number. Email can be sent to info@langshott-ladybirds.co.uk

For parents who's children are in receipt of Free Early Education for 3 and 4 year olds, or Free Early Entitlement for 2 year olds (FEET)

Your child receives free entitlement over the academic year of thirty eight weeks for a maximum of 15 hours per week. There is nothing further to pay. **You will be asked to complete a registration and declaration form to enable to the nursery to make the claim.**

For parents who's children are entitled to 30 hours of free entitlement

Your child receives full entitlement over the academic year of thirty eight weeks for a maximum of 30 hours. There is nothing further to pay. **Parents are responsible for obtaining an eligibility code from www.childcarechoices.gov.uk prior to taking up a place at Ladybirds. Parents failing to produce their number and completed registration form by the end of the term before they wish to claim will receive an invoice for outstanding fees payable in advance. Parents are required to confirm their eligibility termly and must notify the nursery immediately of any changes to their circumstances which may affect their entitlement.**

Holidays : Full fees are payable if holiday is taken during term time. Please complete a notification of holiday form available from the nursery manager.

Sickness : Fees are payable if a child is ill, in instances of prolonged illness the management committee will consider each case individually.

Notice : The period of notice is one term in writing or one term's fees in advance.

Langshott Ladybirds Nursery does not provide flexible sessions, your child may only attend on their allocated sessions.

Parent/carers are required to inform nursery of any absence by telephone on the first day of absence, and all subsequent days unless a return date is provided.

Details are correct as of September 2019. (The Management Committee reserve the right to change the above information).