

# Langshott ladybirds Nursery

## Fees policy

Langshott Ladybirds Nursery is a non-profit making committee run nursery, fees charged to parents and the free entitlement from the government, form the total of our income. Fees for children who's parents are not eligible to claim funding are £7.80 per hour. A notice of fees and conditions is given to each parent with the termly invoice.

**Your child's sessions at nursery will be confirmed on receipt of a deposit of £100 (FEET funded places will be exempt from this.) This is refundable when your child has attended the nursery for the first three weeks of the term.**

**Method of payment :** Payment is due on the first day of term, paid termly or half termly by cash, cheque or BACS payment.

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.

**3 & 5 yr old 15 hours Universal Free Entitlement:** Following the term after the child's third birthday they will receive up to 15 hours of free entitlement per week for 38 weeks per year. Forms for claiming the free entitlement will be supplied to parents by the nursery.

**15 hours FEET :** Funding for 15 hours per week for 38 weeks per year for children the term after their second birthday is available to parents who meet the criteria set out by the local authority. Parents are responsible for obtaining their confirmation of FEET funding in writing from the local authority, this must be presented to the nursery on application for sessions.

**30 hours Working parent entitlement :** Funding is available for eligible children for 30 hours per week for 38 weeks per year from the term after they reach 9 months of age. Parents are responsible for obtaining an eligibility code and forwarding this to nursery.

**Unexpected absence :** Should a child be absent from nursery for any reason during term time, full fees are payable in order to maintain the space for the child. If the parent is in receipt of funding, the nursery will contact SCC after 2 weeks absence and their funding may be withdrawn by SCC, in this instance the nursery will charge for any sessions not covered by the funding at a rate of £7.80 per hour. More information about unexplained absences can be found in our non attendance policy.

**Holidays :** Full fees are payable if holiday is taken during term time. Forms to notify the nursery of a parent taking a child out of the nursery for a family holiday are available in the nursery. Holidays of more than 14 days will be notified to the local authority funding team.

**Settling period :** Full fees are payable for reserved sessions throughout the settling period.

**Sickness :** Full fees are payable if a child is ill, in instances of prolonged, serious illness, the management committee may consider each case individually. Absence of a child should be notified to the nursery by the parent on the first day of absence and their funding may be withdrawn by SCC, in this instance the nursery will charge for any sessions not covered by the funding at a rate of £7.80 per hour.

**Late collection:** Persistent late collection of children will result in a charge of £5 per 15 minutes to cover the costs.

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

*Details are correct as of September 2025 (The Management Committee reserve the right to change the above information)*