

# Charging Policy in Connection with Extended Sessions



<b>Policy</b>	<b>Charging policy in Connection with Extended Sessions</b>
<b>Date Approved</b>	<b>30<sup>th</sup> November 2022</b>
<b>Date for Review</b>	<b>Autumn term 2024</b>

## 1.1 General

The fee structure will be reviewed around May each year for implementation at the start of the next academic year. The amount due will be stated on the acceptance letter when the child is registered for that year.

From the 1<sup>st</sup> September 2022, to purchase:

An additional 3-hour session in Under 3's will be £16.00, Pre-school £13.50

Breakfast Club £2.25 (8.30am to 9.00am)

Lunch Club £2.25

Additional end of day session £2.25 (3.30pm to 4.00pm)

Acceptance letters will be issued with Parental Agreements showing a breakdown of the weekly charges. Parental Agreements must be signed and returned to the Nursery on or before the first attendance. Once signed the Parental Agreement will remain in force for any extended services accessed at the Nursery, subject to a revised agreement around May each year.

## 1.2 Procedures for Fee Collection

Fees are payable monthly on or before the 1<sup>st</sup> of the month by standing order, cheque, cash or childcare voucher. The preferred method is by standing order. If fees are paid by cheque or cash then a 5% administration fee will be applied. Cheques should be made payable to Wigan BC Douglas Valley Nursery School. In the event of any changes to the service an amended letter will be issued.

Children must be collected at the correct time. Failure to do so may result in the removal of your additional sessions.

## 1.3 Failure to Pay Fees

Payment is due for all sessions booked, regardless of absences

In the first instance the Nursery has the responsibility for recovering any overdue amounts.

Please refer to the school Debt Management Policy.

There is however, still the flexibility whereby the Headteacher, can review individual cases and take individual circumstances in to consideration in a sensitive way, but this must happen at the earliest opportunity, usually before the one week stage is reached.

