

## Oaks Nursery Pricing and fees policy

### Aim:

To ensure that parents and prospective parents are aware of and understand the methods by which fees can be paid.

To inform parents when the pricing structures are reviewed and when any increase to fees are likely to be applied.

- A non refundable administration fee is charged on acceptance of a place( refer to admissions policy)
- Fees are due monthly, in advance
- Payments are accepted by credit/debit card or cheque. Cash payments accepted in Mandela building reception
- The nursery accepts payment by childcare voucher. To sign up to a scheme you will need Oaks Nursery registration number EY474864
- To set up a payment schedule or pay by BACS transfer please email; Finance email address; [kufinance@kent.ac.uk](mailto:kufinance@kent.ac.uk)
- Oaks Nursery is a designated workplace nursery and parents who are employed by the University of Kent are eligible to join the 'salary sacrifice' scheme. For more information visit the staff pages at <http://www.kent.ac.uk/>
- For persistent late collection without prior notification late fees are charged at £10.00, at the discretion of the manager.
- For children claiming the government free Early Years Education Grant, the entitlement is shown as £0 on your invoice. Please note that the grant is not available all year round and some months may be charged at full fees
- The nursery closes for 2 weeks in December each year where no retainer fee is charged
- No charges are applied for staff development day closures
- For children receiving the government nursery education grant, a parents' declaration form is to be completed each term
- Outstanding accounts to be settled within each calendar month, failure to make payments on time may result in places being withdrawn
- We value partnership working and if at any time you are experiencing financial difficulty please discuss with the manager to consider alternative payment options
- Fees are reviewed annually and parents will be notified of any changes in writing

Adopted on: 1<sup>st</sup> September 2010

Signature:

Name: Chris Comper

Job title: Nursery Manager