

**Nazeing Pre-School, c/o Nazeing Primary School, Hyde Mead, Nazeing. EN9 2HS**

**01992 899028**

**Email -** nicky@nazeingpreschool.co.uk

**Fees Policy**

Nazeing Pre-School has a standard fee rate for all children in attendance, this is detailed below;

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| --- | --- |
| Academic Year September 2024 – July 2025 | Academic Year September 2025 – July 2026 |
| £8 per hour | £9 per hour |

There is a minimum booking of one session per week.

We do not charge for snack in either of the morning or afternoon sessions. If your child is attending a full day with us, you will need to provide them with a packed lunch and water bottle.

We do not charge for toiletries; however we do ask parents to provide enough nappies for their children throughout their sessions.

We do not ask for contributions towards any external visitors or activities that take place in Pre-School.

We do not charge a registration fee or deposit to confirm your child’s place.

Late charges will apply where earlier drop offs/later pick-ups occur which amount to 15 minutes and over.  This charge will be charged at £20 for every 15 minutes, in order to pay for the two members of staff that will be required to stay behind with your child.

We will be closed during the School holidays, term dates for each academic year will be sent to parents and on our website from June.

To continue good quality practice, we will also be closed for up to 6 in-house training days throughout the year, which you will not be charged for.  Plenty of advance notice will be given for you to make alternative arrangements.

**Payment of fees**

All Pre-School fees are sent at the start of each half term for that coming half term, please ensure payments are made within 14 days from the invoice being sent by cash, cheque, BACS or childcare vouchers.  No refunds will be given for sickness or absences.

Extra one-off sessions may be available, please ask a member of the management team.

Half a terms written notice will be required to cancel/reduce a session or place, during which fees will be charged at the normal rate.

Non-payment of fees will result in your child’s place being suspended until payment is made as shown in our terms and conditions.

**Getting help from your employer with childcare costs:**

If you are working and pay for your childcare your employer may be able to help you with some of your childcare costs, this scheme has recently been updated.

For more information regarding tax free childcare elements and to check what help you could get with childcare costs from the government, please look on the following internet link <https://www.gov.uk/sign-in-childcare-account>

**Voucher payments**

We are not currently registered with voucher companies but would be happy to investigate it further if your employer offers a particular scheme.

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| This policy was adopted by | NAZEING PRE-SCHOOL | *(name of provider)* |
| On | February 2025 | *(date)* |
| Date to be reviewed | February 2026  | *(date)* |
| Signed on behalf of the provider | Nicky Mainwaring  |
| Name of signatory | Emma Huges |
| Role of signatory (e.g. chair, director or owner) | Chairperson  |