



Bush-e-Babes Nursery School
Stobbart Hall, St Pauls C of E Church
Bushey Hall Road
Bushey, Hertfordshire WD23 2EQ

Telephone: 01923 800570
Email: info@bush-e-babesnursery.co.uk

Payment of Fees Policy

Bush-e-Babes believe that high quality care and education is promoted by having a high ratio of well-qualified staff as well as resources and equipment, in order for our children to develop, grow and achieve to their full potential in a safe, warm and friendly environment.

Our fees are based on the provision of this high quality environment and we deliver our service in return for an agreed fee from parents/carers, and all fees should be paid promptly and in line with this policy.

A fee of £7.50 per hour attended (payable monthly) and charge £7.00 per hour for older siblings. We have a minimum attendance of 2 sessions at 3 hour minimum stay per session. You will not be charged for closures at Bush-e-Babes in relation to staff training or Bank Holidays.

Fees

- To secure your place with Bush-e-Babes we have a non refundable joining Fee of £25.00.
- We accept all voucher payment from most companies as well as Bank Transfer to settle your account.

NAME: Bush-e-Babes - Account Number: 19226403 - Sort Code: 60-24-77

- ***Invoices are sent 2 weeks before the new month begins and fees must be paid by the first of every month. Fees are paid 1 month in Advance and we accept changes within 2 weeks notice and any changes made outside of this period will still be charged. Please be aware that there is no refund in the event of a child's absence from Bush-e-Babes due to illness and unforeseen emergency closure.***
- Fees are chargeable from your child's start date and are reviewed annually.
- We will not charge for bank holidays, religious holidays or staff training days.
- We reserve the right to charge a 5% late payment fee for Invoices paid later than 7th of the Month.
- We reserve the right to charge a late collection fee – see below.

There are no refunds in the event of closure due to unforeseen circumstances such as adverse weather conditions from heatwave to severe snow, as well as any leaks or heating failure.

Late Collection Fees

If you are late collecting your child, we will charge for the additional time worked by our staff, at a rate of £3.00 per five minutes.

Nursery Education Grant 2-3 year Funding

Grant maintained children will incur £25 Non Refund Fee. Please note that grant covers the fees excluding lunches and dinner and therefore a charge of £5.00 per session is payable.

We will provide you with the relevant grant information at the beginning of each term and please note that grant covers the 15 hours which can be spread across the week. More information can be obtained from Children Schools and Families – www.hertsdirect.org

Removal of Children

A minimum of one full month's notice in writing must be given before removing a child or reducing days, without exception, or a full month paid in lieu thereof.

Updated: AUG 2017