



## **Nursery Payment Policy**

If a child attends nursery for any sessions over and above their free hours, they will need to pay for the extra hours at the rate in force at the time.

### **Invoices**

Eden Park Primary & Nursery School will invoice each parent a half term in advance detailing how much is owed. The invoice will be sent by via email and text message from our payments system. Full payment should be made upon receipt of the invoice. Children will not be able to start at the nursery, or continue their sessions, until full payment is made.

### **Late / Non-Payment of Fees**

Children will not be able to start at the nursery, or continue their sessions, until full payment is made.

If payment is not made in advance, an email will be sent to the parent informing them that their child's hours will be reduced to the 15 free hours which will be determined by the school. The child will not be able to attend any extra hours until the debt is paid in full.

### **Sickness and Holidays**

There is no refund if your child is sick or on holiday.

### **Late Collections**

If you are going to be late collecting a child, please contact the Nursery as soon as possible. Late collections are recorded, and parents/carers may be charged.

### **Notice Period**

If you wish to withdraw your child from the nursery, we require half a terms' notice in writing to [nursery@eppsa.org.uk](mailto:nursery@eppsa.org.uk).