



# Oaklands Nursery & Childcare

## FEES

Additional hours in Nursery are charged at £3.90 per hour. Fees for the 2 year old provision is £4.00 per hour, therefore a session is £12.00 (3 hours). This is because staffing ratios for 2 year olds are 1:4.

A discount of 25% is given for a second child (ie. twins).

Payments for childcare will be made **in advance** at the beginning of each week, or can be made half termly. We can accept payment by online bank transfer, or by cash or cheque. Cheques should be made payable to *Oaklands Childcare (Wolstanton) Ltd.*

We will have to charge for all the sessions which have been allocated to you as we have to employ staff to run the sessions. There will however be the possibility of paying for occasional extra sessions if there are spare places. We cannot make reductions for part-sessions as staff are employed for each full session.

Parents are required to give 4 weeks notice of any change to childcare requirements.

Parents are encouraged not to take holidays during term time, but up to one week may be authorised, with at least 4 weeks' notice, in which case we will charge a half price "retainer fee" for the period of the holiday to cover staff costs.

Refunds cannot be made in respect of occasional absence.

### **Non payment/late payment**

Late payment of fees will be subject to the following procedure:

- A verbal request for payment within 7 days of the due date.
- A written request for payment within 4 weeks of the due date.
- At the end of 4 weeks of non payment the childcare place will be withdrawn until fees are paid.
- After 3 months of non payment £50 penalty will be added to the total and following that, legal proceedings will be implemented.