



**Nell Gwynn Nursery School**  
**Meeting House Lane Peckham**  
**SE15 2TT**  
**Telephone No: 0207 252 8265**  
**Ofsted No: 100770**

## **POLICY ON PAYMENT OF TOP UP FEES FOR THE DAYCARE/TWO YEAR UNIT**

### **FIRST PAYMENT OF TOP UP FEES**

Before the child's actual start date fees are to be paid to the end of the current month or term.

### **ON-GOING PAYMENT OF FEES**

All subsequent payments of fees **MUST** be paid monthly/termly in advance. Payment must be made to the Nursery by standing order. The relevant forms must be completed and submitted to the Nursery and this is a condition of the placement offer. The Nursery will not accept cheques for any ongoing payment of fees.

Fees are charged per calendar month and **charged for 36 weeks of the year.**

**Fees are charged if your child is off sick and when they are away on holiday.**

Fees are subject to review and can be increased by the nursery on notice to the parent/carer of one calendar month.

### **NON PAYMENT OF FEES**

If you **DO NOT** make payments in advance, then your child will not be permitted to access Top Up.

If the standing order is returned by the bank unpaid, the full amount will have to be paid in cash. Your child **WILL NOT** be admitted until this payment has been made and the next month's fees paid in full in advance. You will be charged for the time your child does not attend.

If your child's placement is suspended due to failure to pay fees you will be given two weeks to bring the account up to date and in advance. If you **DO NOT** make these payments your child's place will be withdrawn **IMMEDIATELY**.

If your account falls into arrears more than twice, your child's place will be withdrawn.

Please note that arrears will be passed on to the Centre's debt collectors.

### **ABSENCE**

If your child is absent for a week without notification, the Business Manager will write a letter to the parent/carer regarding the child's absence. If after two weeks from the date of the letter there is no reply and the child remains absent, the placement will be withdrawn permanently. Fees will continue to accrue for the absence period.



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**NOTICE PERIOD IF A CHILD IS LEAVING**

Parent/carers are required to give notice of one month before the child's leaving date. A child can leave within the months notice period but the parent/carer will be charged for the whole month.

I have read and understood the Grove's policy on payment of fees

Parent/Carer of (print name of child) .....

Name of Parent/Carer .....

Signature of Parent/Carer .....

Date .....