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... where children's learning is celebrated

Payment of Fees Policy

At Taywood Nursery School and Seedlings, we are committed to providing high-quality early years education and care. In addition to the government-funded hours, parents may request additional sessions or services, which are subject to the following payment policy. The additional chargeable sessions are outlined in the Fees Table in this policy.

1. Payment Terms

- Fees for additional hours and services must be paid **one month in advance**.
- Payment must be made **directly to the school account** on or before the **last working day of the month** prior to the month of attendance.
- Places for additional sessions will only be secured once payment has been received.

2. Notice Period for Changes or Cancellations

- Parents are required to give **four weeks' written notice** if they wish to:
 - Cancel sessions
 - Reduce hours
 - Make changes to their child's attendance pattern
- Requests for changes are subject to availability and approval by the school.
- An email should be sent to the school office (admin@taywood.lancs.sch.uk) to request changes or cancel sessions.

3. Absences, Refunds, and Credits

- Fees remain payable for all booked sessions, regardless of absence (e.g. illness, holidays, or other circumstances).
- **No refunds or credits** will be issued for non-attendance or for changes to hours/sessions within the four-week notice period.

4. Non-Payment of Fees

- If payment is not received by the due date:
 - The child will only be able to attend their **funded entitlement hours**.
 - Any additional sessions will be withdrawn until full payment has been made.
- Continued failure to pay may result in the permanent withdrawal of additional hours/services.

5. Review and Agreement

- This policy will be reviewed annually by the Governing Body.
- By booking additional hours, parents/carers are agreeing to abide by the terms set out in this Payment of Fees Policy.

Fees Table

Provision	9 months to 4 years		
Breakfast Club 8:00am – 8:45am (breakfast included)	£6.00		
Lunch Club 11:45am – 12:15pm (healthy packed lunch provided from home)	£4.50		
After School Club 3:15pm to 5:45pm (hot snack provided)	£17.00		
Additional 3 hour session 8:45 am to 11:45 am, or 12:15 pm to 3:15 pm	Under 2's	2 years	3 – 4 years
	£25.50 (£8.50 per hour)	£22.50 (£7.50 per hour)	£21.00 (£7.00 per hour)
32.5 hour week Additional top-up for full week 8:45am to 3:15am (applied to 30 hours funding only)	£21.25	£18.75	£17.50