

**Fees Policy**

Fees are reviewed yearly.

Fees include all meals/snacks, nappies, wipes and creams etc.

For some of you in receipt of Funding, the items above will be charged for as a Sustainability Fee as the Government Funding does not cover the full Nursery fees. This will show on your invoice as “Sustainability Fee”

The Funding is paid by the Government for 38 weeks of the year but will be stretched to 50 to enable a consistent invoice throughout the year.

All fees are payable 52 weeks of the year whether a child attends the setting or not. The only exception to this is if Woven Nursery Enterprise Ltd should need to close due to all staff being ill at the same time e.g. a tummy bug

All invoices will be sent out around the 20th of each month (to enable you to activate your vouchers in time) for payment on the last calendar day of the month (this includes Saturdays, Sundays, or Bank Holidays).

Late payment fees of £20 per day are applicable in the event of payments not being received on time.

Late collection/drop off fees of £15 per 15 minutes are applicable if parents/carers are late collecting your child(ren) or early dropping off.

**Funding**

The Government/Local Authority provides Funding to help with your childcare costs. Every child, from the school term after their third birthday is eligible for 15 Funded hours. This is automatic and you do not need to do anything to qualify for this.

There is other Funding available (9 -23mths, 2yr Working Families & 3-4yr Working Families). To determine if you qualify for any of this funding please check out Gov.uk then search ‘Childcare’ and complete the online instructions. You will be told if you qualify.

Once in receipt of Funding you will receive a code. This code will need to be re-confirmed every school term in order for your funding to continue (you will receive an email from the government when this needs to be done). If your code is not re-confirmed your Funding will cease until you re-apply and you will lose a whole term of funded hours. During this time you will be liable for full fees.

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