



# Griffin Primary School

## EYFS Charging Policy

Reviewed By	Approved By	Date of Approval	Version Approved
Louise Pitts	Governing Body	5.5.21	1.0

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### 1. Charging information

Children who are eligible for the one year funding will be entitled to 15 hours or 30 hours a week free of charge dependant on their circumstances. These children will take priority for places in our setting, however if the nursey has vacancies sessions will be available for an additional fee.

1. Fees must be paid monthly in advance. Payments must be via Parentmail or cash via the Office.
2. Fees are charged at the rate of £70 for 15 additional hours, to include lunch; £12.75 per am or pm session or £4.25 per hour. It is a requirement that a child attends a minimum of three sessions a week.
3. Sessions must be pre-booked for each term and will be reviewed, subject to availability.
4. If you expect or are having difficulty with paying your fees, please talk to the School Business Manager.
5. If fees are not paid for two weeks, your child will lose their sessions.
6. One months written notice is required for withdrawal of your child from the Nursery.
7. Parents & Carers will be asked to sign a contract for paid sessions.
8. This agreement is subject to change in whole or part by Griffin Primary School.

## 2. Payment Agreement for Sessions

The term after your child's 3<sup>rd</sup> birthday you will be able to request a place at Griffin Primary School's Nursery, subject to availability. This contract refers to parents or carers needing to pay for additional sessions.

1. Fees must be paid monthly in advance. Payments must be via Parentmail or cash via the Office.
2. Fees are charged at the rate of £70 for 15 additional hours, to include lunch; £12.75 per am or pm session or £4.25 per hour. It is a requirement that a child attends a minimum of three sessions a week.
3. Sessions must be pre-booked for each term and will be reviewed, subject to availability.
4. If you expect or are having difficulty with paying your fees, please talk to the School Business Manager.
5. If fees are not paid for two weeks, your child will lose their sessions.
6. One months written notice is required for withdrawal of your child from our Nursery.
7. This agreement is subject to change in whole or in part by Griffin Primary School.
8. Cancellation due to illness/other reasons will be charged at your normal weekly rate.

I agree to the terms and conditions as detailed above.

I understand that my child's sessions will be cancelled if I do not keep up my payments as detailed above.

I am aware that these terms and conditions are subject to change and that Griffin Primary School will notify parents and carers of any intended changes.

Name of child \_\_\_\_\_

Signed \_\_\_\_\_ Parent/Carer

Date \_\_\_\_\_

Sessions required (please circle):

Monday AM	Tuesday AM	Wednesday AM	Thursday AM	Friday AM
Monday PM	Tuesday PM	Wednesday PM	Thursday PM	Friday PM

Cost per week \_\_\_\_\_