



Milverton House School and Nursery

Nursery Information

Fees:

Each month you will receive an invoice at the beginning of the month this will be due for payment by the date stated on the invoice. To ensure your payment reaches me by the payment due date you may prefer to pay by Internet banking, this also saves waiting for cheque payments to clear your account.

Please use the details below:

Acct Name: Milverton School Ltd
Bank: RBS
Acct Number: 10132156
Sort Code: 16-24-23
Payment Ref: Your child's full name

As a nursery we are open for 51 weeks of the year of those 51 weeks we only bill for 48 this equates to a 4 week invoice every month, because of this we do not deduct anything when we are closed for the Bank Holidays this would be paid as a normal week.

As a Nursery we are able to accept childcare vouchers for Fees. If your employer is operating one of the many schemes available and you would like to make payments this way please contact me for the reference numbers you will need. As with bank payments if you are sending electronic voucher payments directly from your voucher account, please use your child's name as a reference.

Places will not be held if fees remain unpaid within two months. Should an agreement not be met with regards to clearing any outstanding amounts due then we have no alternative than to begin with legal proceedings.

Opening Hours:

Our opening hours are from 7.30am until 5.30pm. For any pick up after 5.30pm or after 12.30pm for mornings sessions only there will be a late fee of £10 charged for every 15 minutes past 12.30pm or 5.30pm. There will be no exceptions for this charge as our staff have to stay over to care for your child. This will be added to your monthly invoice as an extra session.

Please note that with the above should you arrive at 5.30pm to collect your child our staff will be unable to discuss your child's day, should you wish to discuss your child's progress then please arrive 5 minutes earlier or book a meeting with your key worker.

Our fee increase will take place every September details regarding the increase are usually sent out at least one month prior to any change and will also be posted on our website www.milvertonhsch.co.uk or please ask the Nursery Staff for details.

Holidays/Absence:

Please notify nursery staff of any holiday absences your child may take. Full fees will still be payable during holiday or sickness absence to retain your place at nursery. Should your child be absent due to sickness please notify nursery on the morning of absence and please give the reason for the absence.

Three Year old Funding:

Following the term after your child turns three we are eligible to claim for funding from the government. We can only claim for 38 weeks of the academic year this is broken down into three terms autumn, spring and summer. We receive a maximum of 15 hours per week per child. Your child only becomes eligible the term after they turn three years old. Should your child join part way through a term we are unable to claim any funding for that term. All forms will be sent out via nursery prior to the beginning of the term I will be claiming for on behalf of your child.

When booking the sessions your child will be attending they are booked on a full day (10 hours) or half day (5 hours) basis. Hours are charged according to the above regardless of whether you drop your child off late or collect early.

During school term time grant week fees apply. If your child attends during the school holidays non grant week fees apply and you will be charged the full fees.

If your child is attending grant funded sessions only and your sessions include a meal time, you will be expected to pay an additional £2.00 towards lunches and £1 for a Tea or Breakfast, this is payable on a weekly basis if payment is not made then you will lose your allocated hours.

Any changes made to your child's sessions will require month notice as with the removal of a child from Milverton will require 4 weeks written notice there are no exceptions to this rule.

Various:

The use of mobile phones on the premises is strictly prohibited in accordance to our child protection policy.

If you have any queries regarding the information contained in this letter please feel free to contact me.

Kind Regards,

Cherie Padmore
School Registrar

Please sign below in agreement to the terms as laid out.

Child's Name:

1st Parent or Guardians Name:

1st Parent or Guardians Signature:

2nd Parent or Guardians Name:

2nd Parent or Guardians Signature: