



## Fee Structure

### Nursery School Sessions

#### Fee per Session:

<u>Nursery School Sessions Times</u>	<u>All Ages</u>
8.00am-6.00pm	£104.50
8.00am-1.00pm	£55.95
1.00pm-6.00pm	£50.00

**N.B. Children are required to attend the nursery a minimum of 4 half day sessions or 2 full days.**

**N.B. As per the Nursery's Terms & Conditions, fees are subject to change with one month's notice.**

**The Nursery will endeavour to notify 4 weeks in advance of changes to additional charges for funded children, where possible**

**We do not cater to term time sessions as we are open for 50 weeks of the year**

**Note:** no refund will be given for days when the School is closed; bank or other public holidays, parents evenings (nursery closes at 5pm) and teacher training days, nor for days when the child is absent due to illness, holiday, or as required under the Nursery's policies and procedures. In addition, no refund will be given if the child is excluded for non-payment of fees.

### Additional Fees:

Registration Fee	£150	Payable once your child's place at the nursery has been confirmed to secure the place.
Deposit	£1,500 per child	The deposit is payable once your child's place at the nursery has been confirmed to secure the place. This is refundable when your child leaves the School provided all fees due have been paid and the necessary notice has been given. <b>If you subsequently decide before your child starts that you no longer want to take up this place, you will forfeit both the Registration Fee and Deposit Fee which are non-refundable.</b>
Parental Bond (see Fees in Terms and Conditions)	To be confirmed in acceptance letter	Payable once your place at the nursery has been confirmed.



Tel: 02031469655  
E-Mail: [info@belmontfarmnurseryschool.co.uk](mailto:info@belmontfarmnurseryschool.co.uk)  
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Address: Belmont Farm Nursery School, The Ridgeway, Mill Hill, London, NW7 1QT

Late Collection Fee	£10 per 10 minutes	This fee is decided by the principal or deputies at the nursery. A separate invoice will be generated to be paid within 48 hours of receiving.
Late payment fee	£50	Payments made after the 7 <sup>th</sup> of the month incur a late fee.
All card payments	2.5%	Payment by Bank Transfer and BACS is sufficient. There is an extra charge if paying at the nursery by card.
Interest payable on late payments from the date when the payment is due until the date when it is cleared	Charged at 4% above the base rate from time to time of Barclays Bank PLC	Payable on presentation of the Invoice
Additional Charges (Funded children only)	Published in writing, where possible, 4 weeks in advance of every term/price change	Children receiving 15hrs funding will be subject to charges for snacks, meals, activities and consumables during those funded hours

### **Extra- Curricular Activities (chargeable only for funded children)**

Day of the week	Morning	Afternoon
Monday	Reception Building: Tappy Toes Preschool Building: Music	Reception Building: Music Preschool Building: Spanish
Tuesday	Forest School	Forest School
Wednesday	Forest School	Forest School
Thursday	Forest School	Forest School
Friday	Reception Building: Sports Preschool Building: Tappy Toes	Reception Building: Under 2's: YogaArtClub Over 2's: Spanish Preschool Building: Sports

**N.B. children who are entitled to receive government funding and have it confirmed by the nursery, will have this free entitlement deducted from the fees outlined above.**

Nappies, Wet wipes, Food, Formula Milk, Sun cream and Nursery equipment are all included. We only ask for parents to provide nappy barrier cream clearly labelled with their child's name.

### **The nursery uses the following all-inclusive items:**

- Pampers Nappies
- Water wipes (baby wipes)
- Aptamil / Hipp / Cow & Gate
- Soltan 50+ Boots Suncream



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### **Sibling Discount From 1<sup>st</sup> April 2023**

At Belmont Farm Nursery School we offer a 10% sibling discount on the oldest siblings invoice (including twins). Once this child leaves the setting, the discount leaves with them and is no longer valid.

### **Invoices**

Monthly Invoices will be emailed to you on or around the 20<sup>th</sup> of each month, showing the exact number of sessions your child has attended each month therefore the amount of your monthly invoice may change from month to month. Payment by cash is not accepted.

If your child starts part of the way through a month, you will be sent an invoice which must be paid before the last 'settling in' session at the School in readiness for your child's first full session. This date is to be agreed when booking in settling in sessions before starting with us.

The first month's Fees can be paid by BACS, Credit or Debit card. All BACS and Voucher payments must be made so that it clears in our bank account by the 1<sup>st</sup> of the month. Fees are paid in advance not in arrears. If payment is not cleared by the 1<sup>st</sup> you will be contacted and if your payment is not cleared by the 7<sup>th</sup> of the month you will be charged a £50 late fee. If any amount is still outstanding on the 14<sup>th</sup> of the month we will write to you to confirm and your child will be excluded from the School until the account is settled.

If you fail to settle your accounts by the 1<sup>st</sup> on repeated occasions, then we may cancel the child's place at the School and any deposit held by us will be used against any outstanding debts, any balance after monies have been deducted will be returned.

### **Additional Sessions**

Extra sessions must be booked and paid for before they commence. You will need to request this from the principal or secretary via our Family app who will confirm the session can be offered via a message back on our Family app. If you need to cancel the additional session you will be given credit to carry forward as long as the below is followed.

To cancel any sessions which you have booked, and obtain a refund, you must give at least five working days written notice in advance of the cancellation and your account will be credited with a refund, against the next invoice. Please note that no refunds of money will be given.

### **Vouchers/Tax Free Childcare**

Any parent paying fees with vouchers will be required to pay the first month's fees in full without vouchers. If you are paying with one or more vouchers, a voucher agreement for each voucher must be completed and handed into the School Office. Tax Free Childcare codes can be sent to the accountant.



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## **Payment Details**

For BACS payments there are separate accounts for fees and for deposits. In either case please use your child's name as the reference for the payment so we are able to allocate the funds correctly.

## **Monthly Fees**

Monthly fees are thereafter paid into the registration fee account.



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