



Biggleswade Academy

Early Years Unfunded Fees - Payment Terms – effective Sept 2017.

Fees

Unfunded Sessions provided above the Government Funded Nursery Education Entitlement will be charged as follows:

2 Year Olds - £5.60 per hour

3 & 4 Year Olds - £4.60 per hour (this rate applies from the term after a child's 3rd birthday)

If your child stays on over the lunch period there is also a lunch cover fee that will be charged on a pro rata basis depending on how long the lunch period is at the setting your child attends.

The costs of each session will be clearly indicated on your booking form and invoice.

Payment

Parents will be invoiced for unfunded sessions and lunch cover on a monthly basis and fees must be paid in advance. Your invoice will be issued at the middle of the preceding month and will be due for payment by the last working day of that month, ie Invoices for September would be prepared mid-August for payment by the last working day of August. Failure to make your payment on time may lead to your unfunded sessions being withdrawn. If you experience difficulties please contact a member of the Finance Team on 01767 660515.

Payment can be made by Bank Transfer quoting your invoice number as your reference. Our bank details are printed on the invoice. We also accept payments by Childcare Vouchers, Cash and Cheques.

Attendance

No refund of fees will be given for periods where your child's place is unfilled due to illness or holiday.

Bookings, admissions and staffing for our settings are managed on a termly basis and therefore any requests for changes to session places will need to be made for the next admissions round.

In extraordinary circumstances, you may request a mid-term change, which may be granted if it is possible to do so. An administration fee may be charged in these circumstances.