



Herne Bay Infant School and Seashells Nursery



Stanley Road, Herne Bay, Kent CT6 5SH

Tel: 01227 372245 Fax: 01227 742305

Email: office@herne-bay.kent.sch.uk

Website: www.herne-bay.kent.sch.uk

Headteacher: Bernadette Lax BA hons PGCE NPQH

Seashells Nursery fee structure September 2018 – July 2019

At our Nursery we believe in open communication with all parents/carers and staff and are therefore presenting this fees structure in order to ensure that everyone fully understands our charging. Our fee structure is fully inclusive of all drinks and snacks, but does not include a lunch if the child is attending lunch session; a packed lunch needs to be provided or hot school lunch at additional cost. We are open during school term time only. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities.

FEES: Fees are payable **termly** in advance, in accordance with the rates in force at the time. Fees are reviewed annually with any fee changes starting at the beginning of the academic year in September. Any changes to current rates will be advised in writing, at least one term in advance.

Please note we require one term's notice if you wish to change or withdraw provision.

Morning Session	£15.00
Afternoon Session	£15.00
Lunch Session	£4.00 (if parent provides packed lunch) £6.20 (if school provides hot lunch)

ILLNESS/ABSENCE: No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

CLOSURES: Should the Nursery be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session or have it discounted from their next invoice. Should closure need to take place part way through a session, a refund will not be given in this instance.

PAYMENT METHODS: Invoices can be settled by cash, cheques, childcare vouchers or bank transfer into the school account. Please make cheques payable to Herne Bay Infant School.

LATE PAYMENTS: Fees are to be paid within 2 weeks of the invoice date. If you are experiencing financial hardship please speak in confidence to the Finance Manager so that alternative payment arrangements can be made. If without negotiation, fees are not settled, we are left with no alternative but to withdraw your child's fee paying place and if necessary take legal action to recover the amount owed. Your child's free early education entitlement will continue.

15 hours Universal Free Entitlement & Free For 2 Entitlement: The following information details how your child can access their 15 hours entitlement at this Nursery.

At this nursery the hours are offered in the following formats.

Morning Session - 8.30am – 11.30am	3 hours free
Afternoon Session – 12.15pm – 3.15pm	3 hours free

Parents can choose 3 hour morning and 3 hour afternoon sessions flexibly up to 15 hour free early education entitlement.

30 hour free entitlement: The following information details how your child can access their 30 hour extended entitlement.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.30am-3.15pm	✓	✓	✓	✓	✓

8.30am-3.15pm Mon/Tue/Wed/Thurs & 8.30am-11.30am Friday

Children attending non-funded days/sessions in addition to their free entitlement will be charged at our current rates as shown in the table on page 1. You will be invoiced in the usual way showing how many free hours your child is receiving in that period and what the additional charges are.