



Hamp Nursery & Infants School  
Humpty Dumpty Room, 5 Little Ducks Room and  
Jack and Jill Room  
Rhode Lane  
Bridgwater  
TA6 6JB

Humpty Dumpty, 5 Little Ducks & Jack and Jill: 01278 427992  
School: 01278 422012

### Payment Policy September 2025-2026

To ensure that we can maintain a first class service to parents and children, the following terms form part of the parental agreement/consent form.

This Fees Policy forms part of the contract with parents/carers, Humpty Dumpty room, 5 Little Ducks room and Jack and Jill room.

Our nursery provides a service which is fair and competitively priced. We aim to offer a high quality, safe and stimulating environment that provides a service that is good value for money.

For paying children in all rooms you will be required to pay a half-terms fees in advance. You will then be issued an invoice to paid at the start of each half –termly period Failure to keep up with this will result in your 4 weeks' notice being served.

- **If your child is absent, for any reason, e.g. sickness, holidays etc. normal charges will still apply.**
- You will not be charged when the nursery is closed, however, you **will** be charged for **In-service Training Days (INSET days)**.
- **In the case of an emergency closures, such as staff sickness, viruses, building damage, weather then we retain the right to charge normal fees and collect funded hours for a maximum of 3 days per academic year**
- **If you wish to reduce hours or cancel your place, please complete the “changes form” available from the office. One month’s term time notice will be required for funded and paid places during which period normal charges will apply and EYE will be claimed.**
- Should you wish to permanently increase your hours we will try to accommodate your request as quickly as possible but again would ask that requests are put in writing – using the “changes form” available in the office.
- Requests for “one-off” additional hours should be made via the office/nursery staff and will be charged at the normal rate and will appear on your invoice.
- Two full weeks’ notice for any change in respect of lunch.
- Charges are reviewed annually in April, any changes to start the following September.
- Please ensure that your child is collected on time as additional charges will be incurred for continual **late collection** as follows:
  - £7.16 (2-3yrs), £5.24 ( 3-4yrs) for every 15 minutes
- We will be unable to supply school uniform if there is an outstanding debt to the nursery.
- The nursery provides the opportunity for parents to retain a place for the maximum of 1-month subject to the payment of a non-refundable retainer fee. The charge will be 50% of the current standard hourly rate, after this period places can be retained at a charge of 100% of the current hourly rate.

The 5 Little Ducks room and Jack and Jill room are registered to receive the Early Years Entitlement for 3 & 4 year olds which is available from the funding period following a child’s 3<sup>rd</sup> birthday. A maximum of 570 hours can be claimed in your child’s year of funding.

The maximum hours to claim is 15 hours per week, unless you have 30 hours extended funding.

This can be used over the entire funding period; our normal fees will apply for hours attended in excess of the funding. Invoices will show a clear breakdown of funded hours and any additional hours attended. In order to claim your child’s EY entitlement a copy of your child’s birth certificate, a registration form and termly declaration forms will be required.

The 5 Little Ducks room and Jack and Jill room accept children with **30 hours** funding, places are limited. This is subject to having the child's birth certificate, registration form and evidence of eligibility.

A child will drop out of eligibility for 30-hour funding and enter the "grace period" when parents cease to meet eligibility. After this "grace period" the child will return to EYE hours (15) unless parents wish to pay for the additional hours, in line with this payment policy.

You can use more than one provider but you can only claim the maximum entitlement of hours per funding period in total.

The Humpty Dumpty room accepts children receiving **2-year-old funding**, and **2 year old working family** funding subject to having the child's birth certificate, registration form and evidence of eligibility.

If your child is entitled to EYE funding and only attends for 15 hours per week there will be no fees to pay.

### **Payment**

Payment can be made by **CASH** or via the **TAX FREE CHILDCARE** scheme. When you start using the Tax Free Childcare scheme you will be given a reference number, please ensure this reference number, the date of payment and the total amount paid is passed onto Mrs Rigby the Nursery Administration Officer or Miss Pappin the School Business Manager to ensure we know who the payment is from. If you would like to know more about the **TAX FREE CHILDCARE** scheme please visit

[www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

### **Humpty Dumpty room - (Term Time only)**

Each place is offered on a **term time only basis**

Our opening times and session hours are as follows:

Mornings	8.30 am - 11.30 am
Afternoons	12.00 - 3.00 pm
Twilights	3.00 pm – 5.30 pm

The Humpty Dumpty room accepts children receiving **2-year-old funding** and **2 year old working parent** funding subject to having the child's birth certificate, registration form and evidence of eligibility.

The maximum hours to claim is 15 hours per week although at certain times some children in this room may only access 14.5hrs a week. This could be a combination of the above sessions based on availability

Parents/carers will be required to pay for any hours over and above the 2-year-old funding allowance and a small fee for snack as set out below:

**Age 2-3, £7.16 per hour**

**Lunch (if you wish for your child to have a hot school lunch) - £2.70 per meal**

**Snack - £0.50 per session (£2.50 per week)**

### **Five Little Ducks room - (Term Time only)**

Each place is offered on a **term time only basis**

Our opening times and session hours are as follows:

Mornings	8.30 am - 11.30 am
Afternoons	12.00 – 3.00 pm

The maximum hours to claim is 15 hours per week unless in receipt of 30 hours per week funding (limited spaces).

Parents/carers will be required to pay for any hours over and above the EYE funding allowance and a small fee for snack as set out below:

**Age 3-4, £5.24 per hour**

**Lunch (if you wish for your child to have a hot school lunch) - £2.70 per meal**

**Snack - £0.50 per session (£2.50 per week)**

**Jack and Jill room - (Term Time only)**

Places are offered on a **term time only basis**,

Our opening and session times are as follows:

Mornings 8.30 am - 11.30 am

Afternoons 12.00 – 3.00 pm

The maximum hours to claim is 15 hours per week unless in receipt of 30 hours per week funding (limited spaces). Parents/carers will be required to pay for any hours over and above the EYE funding allowance and a small fee for snack as set out below:

**Age 3-4, £5.24 per hour**

**Lunch (if you wish for your child to have a hot school lunch) - £2.70 per meal**

**Snack - £0.50 per session (£2.50 per week)**

**Before and after school care - (Term Time only)**

We also offer a before and after school facility within the “5 Little Ducks room”, this provides wrap around care to children attending Hamp Infants school. These sessions are from 8.00am in the morning to school start time and from 3.00pm until 5.30pm in the evening.

Please be aware after school care **closes at 5.30pm**.

All other terms regarding the payment of fees is the same as set out above. A separate fees policy is available for this facility.

**Cost £7.16 per hour for 2-3 year old children**

**Cost £5.24 per hour for 3-4 year old children**

**Non-Payment of Fees Procedure**

Humpty Dumpty room, 5 Little Ducks room and Jack and Jill room do not write off any debts - when fees have not been paid by the due date, your child will not be able to attend until payment is made.

Continued non-payment of fees could result in proceedings being taken through the courts to recover monies owed to the nursery.

**Terminating Contract**

**Setting** Humpty Dumpty room, 5 Little Ducks room and Jack and Jill room reserves the right to terminate the contract without notice in the event of unsuitable behaviour from parents or non-payment of fees.

**Parents/ Carers** Four weeks term time notice must be given to the nursery to terminate a child’s place. If written notice is not received, four week’s fees will be charged and EYE funding entitlement for the four weeks will be claimed.

**I confirm that I understand and agree to accept these terms**

Child’s Name: .....

Signed: ..... Dated: .....