



## Early Birds and Night Owls club

Hamp Nursery & Infants School

Rhode Lane

Bridgwater

TA6 6JB

01278 427992

School: 01278 422012

[Before and After School - Term Time only](#)

[Payment Policy Sept 2025-2026](#)

This Fees Policy forms part of the contract with parents/carers, Early Birds and Night owls club. Our provision 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.

- You will be required to pay a month's fees in advance on enrolment. You will then be issued an invoice each week that will need to be paid by the end of that week to keep you a month in advance with your fees. Failure to keep up with this will result in your 4 week 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 term time notice will be required to cancel a place.**
- 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.
- 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 for every 15 Min (2-3yrs)    £5.24 for every 15 minutes (3-4yrs)
- 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.

### **Early Birds and Night Owls club - Term Time only**

We offer a before and after school facility within the "5 Little Ducks Room" that provides wrap around care to children attending Hamp nursery and 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, term time only.

Please be aware the nursery **closes at 5.30pm**.

All other terms regarding the payment of fees is the same as set out above.

**Cost £7.16 per hour 2-3 year old**

**Cost is £5.24 per hour 3-4 year old**

**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 Manger 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).

**Non-Payment of Fees Procedure**

Early Birds and Night Owls club 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** Early Birds and Night Owls club 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 terminate a child's place.

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

Child's Name: .....

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