



## Knaphill Federation of Schools

### Nursery Fees

#### Terms and Conditions

Please note this information sheet only applies to those children requiring additional hours over the 15 Hours Funded Childcare and not eligible for the 30 Hour Extended Childcare.

- When additional sessions are requested above the 15 Hours Funded Childcare a £50 non-refundable administration fee may be required to secure the place. This fee **would not be refunded** if the place is later declined.
- Once the child has started nursery, this £50 administration fee will be deducted from the first half term's fees.
- Due to administration costs, **half a term's notice** in writing is required if parents wish to take their child out of Nursery or reduce session options. In the event that this notice is not given, parents/carers will be required to pay 50% of the following term's fees.
- Additional 3 hour sessions are payable at £18.00 per session (subject to review).
- Fees are reviewed annually and are subject to change.
- There is no reduction in fees due to holiday or illness (less than 10 days).
- Invoices will be sent out at the beginning of each half term. Please note that fees are payable by the due date and arrangements should be made to ensure all fees are paid. If we have to send a reminder the fees must be paid within 7 days of the date of this letter, otherwise we are unable to accept any more bookings outside of your child's free entitlement until your account is up to date.
- If you fail to make payment by the due date we will enforce an interest charge of 2% above the base rate of our bank on the fee outstanding for every day the invoice remains unpaid, along with an administration fee of £25.00.

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#### Knaphill Federation of Schools Nursery Fees

I confirm that that I have read and understood the terms and conditions regarding payment of Nursery Fees and I do/do not enclose my £50 administration fee (*payments at school office by cheque made payable to **Knaphill Federation of Schools** please*).

Signed.....  
(Parent's Name)

Child's Name.....

Date.....