



Overton Nursery Fees Policy

Payment of fees

- Around the 15th of each month we will provide you with an invoice for fees covering the next month's hours. You will have until the end of the month (the date will appear on the invoice) to pay the amount shown. If the invoice has not been paid by the date shown on the invoice, attendance for your child will be restricted to the free hours covered by the grant payment which we receive in respect of your child until your account is settled. If you are not entitled to any grant paid hours, you will need to settle your account before your child can be allowed any further attendance.
- If fees have not been paid by the end of the month for which an invoice has been issued the child's place, including the government funded hours, may be withdrawn. The place may subsequently be offered to another child on the waiting list in which case it may not be possible for the child to return, even after the arrears have been cleared.
- New enrolments are subject to a non-refundable £50 registration fee which is payable when your child starts in nursery.

Method of payment

- Payment for fees should be made following the instructions on the back of the invoice provided. By using this method, we will both have a record of all payments made and received so that any disputes can be quickly resolved. Please ensure you add the invoice number to your payment reference.
- The nursery also accepts Tax free childcare vouchers and childcare vouchers from various suppliers. Please contact the office for further details.

Late collection of children

- If a child is not collected after their agreed booked session time has ended the following fines will be charged: £10 for the first 15 minutes and £10 for each subsequent period of up to 30 minutes.
- Parents who are persistently late in collecting their child after their agreed booked session time could be at risk of losing their place even if late collection fines have been paid.



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Fees during absences

- Fees are charged for the place at our Nursery and therefore remain due during any absences. This will also apply if a family decides to take an extended holiday. Unless the fees are paid throughout the period of absence, the place may be withdrawn and reallocated.
- However, to avoid hardship, if a child is hospitalised or off for a prolonged period where there are mitigating circumstances (not family holidays), the parents are requested to meet with the Headteacher to discuss a payment plan in order to retain the place.
- One month's notice is required should a parent decide that they are going to withdraw their child from our nursey. Failure to do so will result in fees remaining payable.
- Two month's notice is required for any changes to your child's scheduled attendance to ensure no over-payments are made. This must be done by completing the Nursery Change of Details form on the website

[Overton CE Primary School - Nursery Parents Information](#)

- Ad-hoc additional paid Nursery sessions can be booked by e-mailing the school office, charges will be added to the next month's invoice.
- If a child is absent from our Nursery without contact or explanation it will be assumed that the child is not returning and after 1 month their name will be removed from the roll and a bill sent for outstanding fees.

Yours sincerely,

Mrs F Wyeth
Head Teacher



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