



Fees Policy

Policy Statement

At Culverdene Nursery Ltd, we are committed to delivering high-quality childcare and early learning experiences. This policy outlines, clear, transparent, and fair procedures regarding fees and payments, aligning with the revised Early Years Foundation Stage (EYFS, September 2025).

1. Securing a nursery place

- Parent/Carers are required to complete a declaration form to submit interest in a place or to an enquiry form via the website
- Complete and sign a registration form and contract
- For non-funded places a non-refundable registration fee is required to confirm the place. This is £40.00

2. Nursery Fees

- Fees are clearly structured and based on agreed sessions
- Parents/Carers will receive a detailed breakdown reflecting their child's agreed sessions.
- Payments are due in advance, monthly, as agreed upon at enrolment
- Payment due dates are clearly communicated and consistently enforced
- Accepted payment methods are via the Tax Free Childcare, bank transfer or cash payments.

Effective from 1st September 2025

Session times and fees payable before any eligible deductions	
Morning Session 7:30am-12:30pm	£45.00
Afternoon Session	£45.00

1:00pm-6:00pm	
Full Day Session 7:30am-6:00pm	£70.00
Funded lunch	£5.00
Funded tea	£3.50
Additional hourly sessions	£8.50

Funded Sessions and consumable costs (We have a voluntary opt in and out service on meals. If you do not pay your child will still receive a meal).		
Session	Times	Cost
One full day session 10 hours per day	8:00-6:00 10 Hours	Lunch and Tea £8.50 per day
6 hour session	Options 1: 8:00-2:00 2: 8:30-2:30 3: 9:00-3:00	Lunch £5.00 per day
5 hour session	Options 1: 8:00-1:00 2: 1:00-6:00	Lunch £5.00 Tea £3.50
5 hours and 40 minutes session	Options 1: 8:30-2:10 2: 9:00-2:40	Lunch £5.00
3 hour session	Options 1: 8:30-11:30 2: 1:00-4:00	No charge

*We can be flexible on some session times, please see a member of the management team if there is not a session for you

3. Non-attendance holidays and sickness

Fees remain payable during periods of-

- Child sickness
- Family holidays
- Missed sessions
- Bank holidays

4. Late or outstanding payments

- Fees must be paid by the 3rd of each month

- Late payments will incur:
 - £50.00 late payment fee is invoiced
- A reminder invoice, fee statement , and a 7 day payment notice will be issued
- Second Reminder: if payment is still outstanding, your child will be unable to attend until the balance is paid in full
- A 10% administration fee will be added
- Final action: If payment remains outstanding, your child's place will be terminated, and the debt will be referred to a collection agency

5. Non-food consumables

We provide the following items free of charge

- Wipes (TESCO Frederick & Frederic's babywipes are provided)
- Nappy cream (Sudocrem)
- Emergency Calpol and piriton
- Suncream: Nivea- Sun kids Protect and Care factor 50
- Visits and outings in the local community including with parental permission use of public transport

6. Privacy and Confidentiality

All financial information and payment records are treated with strict confidentiality

This policy incorporates EYFS 2025 revisions, ensuring clarity, fairness and transparency in fee structure and financial arrangements

7. Summary

- A deposit is required to confirm your child's place (this does not apply to funded placements)
- Fees must be paid in full and in advance by 3rd of each month
- Late fees and non-payments will be pursued formally