



Abbey Wood Grange Day Nursery

Policy for Staff Childcare Arrangements

Should a member of staff require a space for their child/children they should first enquire through the office to see if spaces are available.

If we have the required days available the staff member will be given a registration form to complete and will be informed of the monthly fees including a 20% discount. We will give free registration and will not require a holding deposit.

Fees are normally payable in advance, however for staff childcare payment can be made at the end of the month in line with when their wages are due. Invoices will be produced and emailed (or printed and hand delivered) at the beginning of every month. Payment must be made within seven days from the 1st of each month.

Payment must be made in full, preferably through bank transfer (details below), or by cash, cheque or credit card payment in the office.

Bank – HSBC

Account Name – Highfield Nursery Ltd

Sort Code – 40-26-12

Account No – 72092743

Staff must adhere to the terms and conditions and note that any late payment/non-payment penalties will be added should full payment of the month's fees fail to reach our account by the 7th day of the month. If fees are outstanding we reserve the right to suspend your child's nursery place until the outstanding balance is paid in full.

There will be no refund of fees due to absence such as illness or holidays.

When a child reaches three years of ages he/she will be entitled to 15/30 hours of government funding from the term after their third birthday. When a child is in receipt of government funding the 20% discount will no longer be included.

Penalty charges will be added if reminder letters/emails are sent out to chase payments.