



St. George's Dragons Pricing Policy 2017

At St. Georges Dragons we are committed to providing a quality provision for the families who use our service.

This pricing policy is presented to ensure that you fully understand our charging structure.

UPDATED FEBRUARY 2017

Calculation of fees

Fees are calculated on the number of sessions in a month as per your contract with St. George's Dragons.

Session	Hourly Rate	Daily Rate
Full Day 2 Years	5.39	53.90
Full Day 3/4 Years	4.90	49.00
Am 2 years	5.39	21.56
Am 3 /4 years	4.90	19.60
Core Day 2 years	5.39	36.38
Core Day 3 /4 years	4.90	33.08
PM 2 years	5.39	21.56
PM 3/4 years	4.90	19.60
Crèche Hourly Rate	Lunch	Breakfast /Tea
£.7.95	£ 2.25	£1.50

Payment of fees

Your initial invoice will be issued prior to your child starting. Payment should be received within seven working days of receipt of this invoice. There-after fees are invoiced monthly and payment must be paid in advance on or prior to the 1st of every month without fail.

Method of payment

The method of payment is by e-payment through a secure website called ParentPay. This method offers you the freedom to make payments on or before the 1st of each month using a secure on line account. You will receive activation codes for your account before your child starts at the nursery.

Administration charges

Fees due must be paid in full as part payments will incur an additional administrative cost.

CRÈCHE

To keep our fees competitive we offer a crèche facility to both children at Dragons and local families. In order for crèche sessions to be made available to others, we ask parents to inform us as soon as possible (by 8.30 am) should their child be absent.

The charge for crèche is at an hourly rate of £7.95 per hour. There is an additional charge for Lunch and Tea.

Late collection

You are required to inform the nursery as early as possible if you are going to be late collecting your child. Late collection of your child beyond the agreed time will incur a charge of £1.00 per minute. Persistent late collection of your child may lead to a withdrawal of your place at dragons.

Registration fee & deposit

When your child is offered a place at Dragons you will be required to pay a £200.00 deposit, and £50 non refundable registration fee. The deposit of £200.00 will be deducted from the last invoice issued providing your child has attended St George's Dragons for eight weeks or more.

Notice Period

Should you wish to withdraw your child's place prior to them starting at Dragons, you will forfeit the deposit of £200.00. If your child attends St George's Dragons nursery for less than eight weeks and you choose to give less than eight weeks notice this will result in 75% of the deposit being retained.

Notice that you no longer wish to use the service at Dragons is required in writing. **Eight weeks** clear notice must be provided (not including nursery closure). If less than eight weeks is given, payment for a period of eight week sessions will be payable in lieu of notice.

Change of sessions

Should you wish to change, increase or reduce your child's sessions you will be required to provide your request in writing. If we are unable to accommodate your request you will automatically be transferred to our waiting list as a priority until the place becomes available. Unfortunately we are not always able to meet your needs and therefore should you wish to withdraw your child's place the eight weeks notice period as stated will apply.

Holidays & Absences

Fees are not waived and must be paid in full regardless of sickness or planned family holidays . Also on the rare occasions where the school will close due to circumstances beyond our control e.g. adverse weather conditions, local emergencies . The decision to close the nursery will be made with the safety of children and staff as our top priority. (see policy).

Inset Days/Bank Holidays

All inset and training days are included within your normal monthly fee. Dates are notified in advance and Fees are still applicable, this is because nursery staff attend the training days and the training received directly benefits our nursery children. Parents are expected to make alternative arrangements .

Nursery closures

No charges are made when the nursery is closed for holiday periods. This includes ten days during August, and five days in December, exclusive of bank holidays.

Trips, visits & special events

Each year we offer parents and children the opportunity for special educational and leisure visits, such as the zoo, museums or local parks.

We make a small charge to cover the cost of transport and entry fee. All parents and carers are informed well in advance of any planned trips and are welcome to join us.

Should you choose not to allow your child to attend a trip or outing there will be no alternative service provided.

Contracting Parents

One or both parents will be asked to sign the application form accepting the standard terms and conditions of the nursery.

Where only one parent signs the form, the nursery will see this parent as the contracting parent.

The contracting parent and only the contracting parent will be liable for the payment of nursery fees and costs.

Process for recovering fees owed

St. George's Dragons will always try to recover late payments but will give parents/guardians every opportunity to pay for the childcare service as flexibly as possible.

Should your fees be more than three working days in arrears you will be contacted by the nursery confidentially, to arrange payment of outstanding fees. If parents fail to pay by the due date or the arrangement agreed they will be contacted again and asked for immediate payment.

Failure to pay after the above procedure has been followed will result in parents receiving a letter from the Management Committee of St. George's Dragons informing them that their child's place will be withdrawn within three days of receipt of the letter if payment is not made.

Any outstanding fees owed by parents may be recovered through legal action, subject to review of circumstances and the decision of the Management Committee.

We recognise that there may be times when families experience financial difficulty. The nursery has a duty to ensure that children do not suffer as a result of these situations and that any disruption to their learning is minimised. The nursery manager will offer a time for you to meet with her and discuss any financial difficulties you may have .

Agreement Statements

1. Our agreement statement has been set with the aim of protecting the interests of everyone concerned with success and continued operation of the nursery. They are intended to provide a practical working basis for the contract agreed between us.
2. The signed registration agreement signifies an acceptance of all these agreement statement.
3. Our fees, agreement statement are reviewed and may be subject to change each January.
4. A £200.00 deposit and a £50.00 non refundable registration fee must be paid upon acceptance of a place, this covers the cost of administration, a credit check, if necessary, home visit, and a welcome pack.
5. Children who attend the nursery must be between the ages of 2 years to 5 years old. On registration the original birth and Baptismal certificate (if applicable) and two recent utility bills as proof of address must be provided before a child is accepted in to the nursery.
6. We reserve the right to carry out a credit check on everyone applying to enrol their child at the nursery.
7. Fees are calculated using the standard hourly rate as printed on our current Fees Price List.
8. The Nursery will not be open until 8.30 on Friday mornings for staff meetings.
9. Fees must be paid in full regardless of sickness or holiday. We do not waive fees when a child is on holiday or absent due to illness.

10. Fees are invoiced monthly and payment is due on the first day of every month. Fees must be paid in advance on or prior to the first of every month without fail. Using the on line payment system.
11. We reserve the right to withdraw a nursery place due to unpaid or late payment of fees. Harrow Borough Council will seek to retrieve any outstanding debt on our behalf.
12. Please notify us if your child will be absent for any reason at any time they would normally have been expected to attend.
13. **Any application to alter, increase or reduce contracted sessions must be made in writing.** An application can only be considered should the preferred sessions be available, using the NOTICE FORMS and addressed to the Nursery Manager. This written notice will then form an amendment to the original registration agreement. Eight weeks clear notice must be provided if you wish to reduce your sessions.
14. **Notice that you no longer require a place for your child at nursery must be given in writing and addressed to the Nursery Manager.**
13. Eight weeks clear notice must be provided if you no longer require a place., If less than eight weeks notice is given, payment for a period of eight week sessions will be payable in lieu of notice.
15. **Parents and carers must ensure that children are brought to, and collected from, the Nursery promptly at the times agreed.**
16. Children must not be left in the nursery room before or after the time appointed for their arrival or departure.
The nursery **will not** accept any child before 8 am and reserves the right to refuse admission to any child who arrives before the expected time for their arrival without prior agreement. If you are unavoidably delayed at collection time, please contact the nursery to let us know as soon as possible.

Annual review of the fees

St.George's Dragons is a non-profit making provision run by a Management Committee on behalf of the Governors of St.George's school. The primary aim of Dragons is to provide a quality childcare and education service to families in the local community.

To ensure sustainability of the nursery, the fees are reviewed annually as part of our development plan.

Did You know?

- That if you work more than 16 hours per week you may be entitled to working family Tax and child care Tax credits?
- Anyone receiving the higher payment element of working family tax credit may now be entitled to claim the two year old nursery education grant funding.
- That many employees now offer a childcare voucher scheme. This can help you save around £1000 per year on childcare costs on tax and national insurance savings.
- That if you need extra childcare sessions we offer a crèche service. We offer crèche to keep our fees at a competitive rate. If your child will be absent from nursery please inform a member of staff as we are then able to offer the session to another family.

**ST. GEORGE'S DRAGONS
EARLY YEARS**

Nursery Manager

Mrs. Pauline Wilson

Nursery Administrator

Mrs. Geraldine Thompson

Parent Representative

Penelope Salord

Head Teacher

Mrs Deirdre Monaghan

Chair of Management Committee

Mr. Marlon Nelson

**WE WOULD LIKE TO TAKE THIS OPPORTUNITY TO THANK
YOU FOR USING ST.GEORGE'S DRAGONS.**

**SHOULD YOU REQUIRE FURTHER INFORMATION OR HELP
PLEASE FEEL FREE TO CONTACT US.**



St. George's Dragons

St. George's Dragons, St. George's Primary School
Sudbury Hill, Harrow
HA1 3SB

Phone: 0208 423-9846