



We **live love learn**  
together!

2023 | 2024

## Nursery Fees Policy

**tca** presents its Nursery Fees arrangements and guidance for staff, children and parents/carers.

Address: **Head Office: tca** - The Childcare Academy.  
G8a Shipwright's House  
Queens Dock Business Centre  
67-83 Norfolk Street  
Liverpool, L1 0BG.

Contact: 0151 318 7399  
Email: [Tammy@thechildcareacademy.co.uk](mailto:Tammy@thechildcareacademy.co.uk)  
Web: <https://thechildcareacademy.co.uk>

## Booking a deposit

Once you have been offered a place at the nursery, you will be required to sign a contract and registration forms and pay a deposit to secure a place for your child.

Deposits are payable by how many days per week you are booking and as follows;

1 day per week -£55

2 days per week- £110

3 days per week – £165

4 days per week -£220

5 days per week -£275

The full daily nursery fee is £55. Half day sessions are £34 and run from 8am-12.45 pm and 1.00pm- 6.00pm.

The nursery is open 51 weeks and is closed for the Christmas period (1 week) and Bank holidays which is chargeable.

All fees are due, and payable, one full month in advance by standing order or direct debit/credit card payment and or childcare vouchers/ tax free childcare scheme.

### Our fees are calculated using the following formula:

$£55.00 \times (\text{amount of sessions per attended per week}) \times 51 (\text{weeks}) \div 12(\text{months})$

### Non-attendance, sickness & Holidays

Fees are payable during periods of sickness, family holidays and bank holidays.

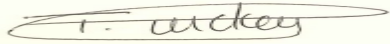
### Outstanding Fees

As per the contract payments must be made in full and in advance.

Parents/carers will be issued with a reminder invoice, statement of fees and a letter asking payment to be made within 7 days of the date of the letter.

Failure to do so will result in a second letter issued, informing parents/carers not to bring their child into nursery until the outstanding balance is paid in full.

In the instance that payment is in arrears after receiving 2 reminder letters, the child's placement at **tca** will be terminated and the outstanding balance will be referred to a debt collection agency.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Last reviewed on</b>	<b>Date due for next review</b>
January 2021		August 2023	April 2024