

### **Full Time Nursery Payment Policy**

In order to secure your child's place at nursery a deposit of £50 is required at the time a place is accepted. This deposit will be deducted from the final payment.

The weekly fee for your child to attend full time nursery is £52.50 per week, payment must be made at least 2 weeks in advance. Reminders for payment will be sent via email. Late payment, or returned payment, will result in a £20 administration fee being charged.

Payment can be made via the school's on-line payment system, cash or cheque made payable to Woodlands Academy.

Payment will be due regardless of child's attendance. No refunds will be given for missed sessions due to sickness, exceptional leave or unavoidable closure of the school.

All children must be collected by 3.15 p.m. each day, a late penalty fee of £15 for every 15 minutes, or part thereof, will be charged for any late collection.

