



Tilbury Nursery,
Potters Bar United Reformed Church,
Darkes Lane, Potters Bar,
Hertfordshire EN6 1BZ.

Web: www.tilburynursery.org.uk
Email: info@tilburynursery.org.uk

Manager: Mrs Daniela Drozd
Nursery Mobile: 07854 843125

FEES AND NON-PAYMENT POLICY

Fees are calculated on a per session basis and are payable half-termly in advance. Places are booked on a termly basis and non-attendance must be paid in full, no credit being given for absence except in very exceptional circumstances as agreed by the Management Committee. Holidays and sickness are not considered valid reasons for credit to be given, as staff have to be contracted in advance according to the number of children signed up to attend. Half a term's notice of leaving should be given as otherwise fees may be charged.

Children are eligible for Nursery Grant of up to 15 hours per week beginning in the term after their 3rd birthday following 31 March, 31 August or 31 December with any hours above this level being charged. The paperwork is handled by the Nursery with proof of the child's date of birth being required.

Funding is also available for some two year olds who meet certain eligibility criteria. Parents who think they may qualify should enquire early as applications to Herts CC have to be made some weeks prior to the start of term.

The Nursery reserves the right to close in the event of a medical emergency or adverse weather conditions. No refunds will be given but children not in receipt of nursery education grant may make up the missing sessions in consultation with the Manager.

The nursery requests a contribution of 30p per session towards a mid-morning snack. This is paid on a daily or weekly basis directly to the Nursery.

This policy was adopted at a Management Committee meeting of Potters Bar
URC Nursery

Held on

27th April 2020

(date)

Date to be reviewed

(date)

Signed on behalf of the Management
Committee

Name of signatory

Mr Frank Palmer

Role of signatory

Chair of Management Committee