



SUFFIELD PARK NURSERY
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Nursery Charges September 2025 - Content relevant to all families

4th July 2025

Dear Parent / Carer

As I'm sure you know, we are all facing higher costs and the Nursery is no exception. This necessitates the Nursery Management Committee to conduct an annual review of our charges. The charges described in this letter have been agreed by the Governing body and will be effective from 1st September 2025.

More information can be found in our Admissions and Charging Policy (updated policy available and effective from 1st September 2025).

Session Fees

The new charges are set out in the table below and now include a consumables charge (see below for what this includes).

Room	Session 1	Session 2	Session 3	Session 4	Session 5
Time of Session	08.00-08.45	08.45-11.45	11.45-12.30	12.30 - 15.30	15.30-17.30
Under 2s	£7.30	£25.65	£6.75	£25.65	£17.50
Under 3s	£7.30	£23.40	£6.75	£23.40	£16.25
3-4 year olds- Nursery children	£8.00	£22.20	£7.45	£22.20	£16.35
Infant School Aged Children (4-7 year olds)	£8.25	£23.35	£7.45	£23.35	£16.35

Full fees will be payable for children who are absent from Nursery with the exception of a two-week (pro-rata) 50% holiday discount for each child - the Nursery year runs from 1st September to 31st August (a 4 week notice period applies for booking holiday entitlement)

Consumables and Chargeable Extras

As is already common practice in other Nurseries, we have a consumables/chargeables fee that is charged at the following rates for any funded sessions:

£1.00 per breakfast session (8.00-8.45am)
£1.25 per 3 hour session (8.45-11.45am, 12.30-15.30pm)
50p per lunchtime session (11.45am-12.30pm)
75p per teatime session (15.30-17.30pm)

This charge contributes towards the following: breakfast, snacks, toiletries, sun cream, special planned/seasonal resources, enhancements (eg weekly woodland learning sessions) and events (eg Superheroes in the Woods/Mother's Day). Families accessing funded sessions will be invoiced each month.

While these charges are crucial for our sustainability and for providing more for the children, we want to emphasise that they are not mandatory. Should these charges cause your family any financial hardship, please don't hesitate to speak with Hayley or Angela. We are here to work with you confidentially and could apply a reduction or waive them for you.

Cost of meals

Families can choose to order a prepared 2 course meal for their child attending the lunch sessions (11.45am-12.30pm). There are four options available daily from our school kitchen. Meals will be charged at £3.75 and can be ordered in advance or on the day (no later than 9.00am). Alternatively, families may provide a healthy packed lunch for their child - our updated Food and Nutrition Policy will be distributed and available on Tapestry via the Documents section by September 2025 to provide guidance.

The following charges are necessary to fully cover staff costs incurred by the Nursery but they can easily be avoided.

Late Collection

This fee will be charged when children are not collected on time at the end of their session. In the instance that families are more than 5 minutes late to collect their child from Nursery (without prior agreement), a £5 charge will be incurred for every 15 minute period that they remain in the care of Nursery staff after their session ends (end times are 11.45am, 12.30pm, 15.30pm). If families are late after closure of the Nursery at 17.30pm you will be charged £10 per 15 minutes to cover the cost of staff remaining with the child.

Late Payments

This fee will be charged when invoices are not paid within the payment terms and an outstanding balance remains on the account. If full payment has not been received by the end of the calendar month a reminder will be sent a week before due, and a 10% late payment fee for the whole invoice will be incurred if this is not met.

If payment is not received by the end of the next calendar month the child's non-funded place will be put on hold until the balance is paid - parents will receive notice of this in writing requesting urgent payment. At this point the child's place will be held for 14 days.

We are very sorry to do this at such a challenging time but we must ensure the financial sustainability of the Nursery.

From September, there are funding opportunities for children over the age of 9 months - please visit the Childcare Choices website to find out what you may be eligible for - www.childcarechoices.gov.uk. The Nursery is signed up to the Tax-Free Childcare Scheme, families eligible for this support will receive £2 from the government for every £8 paid into their account (up to £2000 support annually) visit www.gov.uk/tax-free-childcare for more details.

If you have any questions then please contact Hayley or Angela.

Yours sincerely,

Hayley Powell

Nursery Manager