



Terms and Conditions for Non-Funded Places 2026

These terms and conditions explain how Wellington's Nursery manages non-funded places. They give clear, straightforward information about attendance, fees, payments and nursery policies. We aim to be fair and consistent for all families while keeping the document easy to read.

Attendance

Our morning session runs from 08:00 to 13:00 and our afternoon session from 13:00 to 18:00. One full day equals two sessions; one morning or one afternoon equals one session. We will always try to accommodate a parent's preferred days, subject to availability. If your requested days are not available at registration, we will offer placement on our waiting list and contact you when they become available. To secure a non-funded place we require a minimum of four sessions (or two full days) per week to help children settle and get the most from nursery life.

Fees

Fees are charged monthly in advance and are calculated on an annual basis. The weekly total is multiplied by 52, then divided by 12 to produce a monthly charge. Sibling discounts (10% off for the youngest sibling) are applied where relevant. We accept Tax-Free Childcare, childcare vouchers and standard payment methods.

Ad Hoc Sessions

Ad hoc sessions are available subject to availability and must be authorised in advance. Once authorised, ad hoc days will be invoiced and include an additional £3.50 administration charge. Ad hoc bookings are chargeable even if your child does not attend (for example due to illness). We require one week's notice to cancel an ad hoc booking; requests made within one week are non-refundable. Sibling discounts do not apply to ad hoc bookings.

Terms of Payment

Invoices are issued monthly in advance and must be paid within 14 days of the invoice date (usually the 1st of the month). Payments should be made by bank transfer to the account below.

Payments received after the 14-day period may incur a late payment charge of £25 and further £25 if the fees are still outstanding after additional 14 days. Continued non-payment for 28 days may result in suspension of your child's place until the account is settled.

Deposit and Registration Fee

An administration (registration) fee of £75 is payable to secure a place. A deposit of 50% of your child's full monthly fee is also required when the requested days become available. The deposit is held against the final invoice when your child leaves the nursery, provided all outstanding fees and charges have been cleared. If fees remain unpaid, the deposit will be used to offset the outstanding balance. The registration fee is non-refundable.

Late Collection

The nursery closes at 18:00. Please collect your child on time to avoid distress and additional staffing costs. A late collection charge of £1 per minute applies for children collected after 18:00; this will be added to your next month's invoice. Repeated late collections will be followed up by the management team.

Term Dates and Closures

The nursery is open throughout the year except for public bank holidays and a short closure over Christmas (usually around Christmas Eve to New Year). The nursery may also close for one day in May when the building is used as a polling station (parents are not charged for polling days). Two INSET days are scheduled each year to allow for mandatory staff training; these are included in the annual charge. Please note that refunds or fee reductions are not given for absence due to illness (including isolation), holiday, adverse weather or any other reason the child does not attend.

Notice of Departure or Reducing Days

One full calendar month's written notice is required if you wish to withdraw your child or reduce their sessions. Fees remain payable during the notice period.

Review of Fees and Terms

Fees are reviewed annually and we will normally give two to three months' notice of any changes. We may also update these terms and conditions from time to time; parents will be notified in writing before any changes are implemented.

Enrolment and Registration

To enrol your child please complete and return the registration and application forms and pay the registration fee and deposit. If no suitable days are available, we will place your child on the waiting list and contact you when a place becomes available.

Complaints

For general complaints, please raise them with the nursery manager in the first instance; we aim to resolve issues quickly and fairly. If you have serious concerns regarding our provision of childcare you can contact Ofsted directly:

<https://www.gov.uk/government/organisations/ofsted/about/complaints-procedure>

Monthly Fees

Non-Funded Monthly Fees

Age Group	Two Days (Monthly)	Three Days (Monthly)	Four Days (Monthly)	Full Time (Monthly)
0–2 years	£970.67	£1,456.00	£1,941.33	£2,184.00
2–3 years	£953.33	£1,430.00	£1,906.67	£2,145.00
3–4 years (Preschool)	Refer to funding terms	Refer to funding terms	Refer to funding terms	Refer to funding terms

Ad Hoc Day Fees

Session	0–2 years	2–3 years	3–4 years
Morning	£74.80	£72.60	£70.40
Afternoon	£68.20	£67.10	£64.90
Full day	£112.00	£110.00	£110.00

Additional Important Information

Refunds and Absence: Fees remain payable if a child is absent due to illness (including isolation), holiday, adverse weather or any other reason. We cannot refund fees for days not attended.

Data and Records: We may ask to see original documents (for example, a birth certificate or passport) to confirm a child's age for funding purposes. We store records securely as per the

GDPR laws and retain a copy of the parental declaration for (funded places only) for the length required by the Local Authority (usually seven years).

Agreement

By signing this document, you confirm that you have read, understood, and agree to the terms and conditions outlined in this Parent Pack. These terms apply for the duration of your child's place at the nursery.

Parent

Print

Sign

Date

Representative of Wellington's nursery

Print

Sign

Date