



Last Review:	Nov 2025	S Fisher
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Fees Policy

Policy statement

This policy provides important information about our fees and our delivery of funded early years entitlements. This policy forms part of your Terms and Conditions of attendance at DMNS

DMNS is open 38 weeks of the year (term time).

We take children from their 2nd birthday.

Provision

As set by our Ofsted registration, we are able to care for 24 children under the age of 5 years at any session.

Opening hours

Full Day 08.50am – 3.10pm 6 Hours 20 minutes

Morning Session 08.50am – 12.00 pm 3 Hours. 10 minutes

Afternoon Session 12.00pm – 3.10pm 3 hours 10 minutes

Fees

Our fees are £22.00 per session. A session is either a morning or an afternoon.

There are two sessions per day.

Late Charge

We appreciate that unavoidable events sometimes transpire but we reserve the right to charge fees if a parent does not pick up their child at the end of allocated session.

Parents not collecting their children by 3.10pm attending full day/afternoon session will firstly be allocated a Late Drop Off place (chargeable).

Morning/Afternoon Session late collection fees. £5 for every 15 minutes for repeat offenders

Payment Methods

Discoveries Montessori Nursery School accepts payments from Tax-Free Childcare Accounts, bank transfer, childcare vouchers or cash, or cheques.

Tax Free Childcare

Tax-Free Childcare is a government scheme that allows eligible parents to open an online account to pay for childcare. The Government contributes 20% for every pound you pay. To check your eligibility, visit [Tax-Free Childcare](#)

Free Early Years Funding

Discoveries Montessori Nursery School is registered to accept funding from these government schemes, parents need to apply for these schemes individually. The government website [Best Start In Life](#) has all the information on the individual schemes and a checker tool to show what support is available to parents based on their individual circumstances.

15 and 30 hours support schemes

- Early Year Working Parents Entitlement - [30 hours funding](#)
- Free for Two – [15 hours Funding](#)
- 3 & 4 Year old – [15 hours funding](#)

Attendance during funded sessions

If parents take their child out during funded hours we are not required to provide alternative sessions. We expect parents to ensure children attend the sessions they are allocated, however, should a child need to be absent we require parents to contact the preschool via telephone or email the reason why the child is absent which is recorded within our Attendance Log as we are required to monitor your child's attendance.

Additional charges

Please note the Government funding is not intended to cover the cost of snacks, other consumables, additional hours or additional services We ask for a snack contribution of £20 per term which is completely voluntary. All charges will be itemised on your invoice.

Non-Payment of Fees

To ensure the continued operation and sustainability of DMNS, all fees must be paid in accordance with the agreed payment terms.

- Fees are expected within 30 days of invoice being received unless prior agreement. Please speak to the Manager if you need an extension or to set up a monthly agreement.
- Failure to pay without prior agreement may incur a late payment charge together with additional Administration fee. If payment is not received by the due date and no prior payment arrangement has been agreed, DMNS reserves the right to withdraw the child's place.
- Where fees remain outstanding, DMNS will make reasonable attempts to contact the parent/carer to discuss the overdue account and provide an opportunity to resolve the matter. If payment is still not received, or no satisfactory payment arrangement is made, written notice will be issued advising that the child's place may be withdrawn.
- DMNS reserves the right to suspend or terminate a child's place where fees remain unpaid. Any outstanding fees will remain payable and may be recovered through appropriate legal or debt recovery processes where necessary.
- Parents/carers experiencing financial difficulties are encouraged to contact Discoveries as soon as possible to discuss their circumstances. Where appropriate, a mutually agreed payment plan may be considered at the discretion of the management.