



HEATHFIELD KNOLL SCHOOL and First Steps Day Nursery

First Steps Day Nursery Fees and Charges 2018/2019

Session	Times	Fees
AM Extra	7.30am – 8am	£4.20
Full Day 1	7.30am – 6pm	£58.00
Full Day 2	8am – 6pm	£56.00
School Day	8am – 4pm	£45.00
AM Lunch	8am – 1pm	£34.00
PM Tea	1pm – 6pm	£27.00
PM Extra	5pm – 6pm	£8.40

The Trustees of Heathfield Educational Trust endeavour to keep fees as competitive as possible and increases to a minimum. We aim to ensure the best possible care and maintain a high staff to children ratio. Accounts are prepared and presented monthly and at the end of term for immediate payment. Please note that fees are still payable if your child is absent due to sickness or holidays.

To register your child with First Steps Day Nursery a non-refundable £100 registration fee is required as well as a refundable £50 deposit, this is credited to your account from the first month's invoice. If you want to reserve a place for longer than 3 months then the refundable deposit increases to £250 and is credited to your account from the first months invoice.

Cancellation fees for First Steps Day Nursery

Notice period given	Cancellation fee
More than 60 days	Deposit retained by HKS
30-60 days	Deposit retained by HKS plus 25% of 3 months fees*
7-29 days	Deposit retained by HKS plus 50% of 3 months fees*
Less than 7 days	Deposit retained by HKS plus 95% of 3 months fees*

*Fees are what you would have paid in relation to your reserved sessions over a 3 month period. (90 days max).

First Steps Day Nursery cancellation fees are based on the likelihood of being able to fill the allotted space in the time given.