



Fee Sheet 2021-2022

Session charges

The following charges apply for use of the service at Willow Tree Nursery:

- All places are charged at the rate of £6.00 per hour. This is a set rate and no discounts apply.
- Sessions should be booked in blocks, so the charges for each block are as follows:

Morning sessions	0800-1300 5 hours	£30.00
Afternoon sessions	1300-1730 4.5 hours	£27.00
Full day	0800-1730 9.5 hours	£57.00

Lunch charges

- A hot cooked lunch can be provided each day at a cost of £2.40 per session
- If no hot lunch is reserved, a lunch should be provided by parents for children staying from 0800-1300

Billing and payment

- Invoices for booked sessions will be issued four weeks in advance. Any additional ad hoc sessions will be added to the next month's bill. Any holiday allowance or other deductions will also be taken from the next month's bill.
- Charging terms will be in line with the Orkney Islands council policy for service charges. This is available at: [Charging and Concessions Policy \(orkney.gov.uk\)](http://orkney.gov.uk)

Additional information

- Healthy snacks and milk and water to drink are provided free of charge
- Closure days for public holidays will not be charged for
- In addition to the closure days, each place will have a 20 day holiday entitlement. Advanced notice of these days should be given to the setting and no charge will be made.
- Parents will be charged if their child does not attend due to illness. However, parents are encouraged to discuss any ongoing sickness with the Manager and allowances will be made.
- We do not offer mixed models of attendance. The sessions booked should stay the same each week. Ad hoc sessions can be booked but are subject to availability.