

Headteacher: Ms T Oakley  
Deputy Headteacher: Mr T Hadfield



Cuckoo Lane  
Ashford, Kent  
TN23 5DA

Email: bgpoffice@swale.at

Tel: 01233 621989

*"It's Good To Be G.R.E.E.N. It's Great to be B.E.A.V.E.R G.R.E.E.N."*

8th September 2025

### **Subject: Important Information Regarding Nursery Place Payment**

Dear Parents/Guardians,

This letter is to inform you of our payment policy regarding nursery places at Beaver Green Nursery. To ensure the smooth running of our services and to secure your child's place, we require payment for nursery fees in advance. This payment must be received before your child commences or continues their attendance at nursery.

Please use the table below to see the dates for the fees being due.

Term	Date of full payment due
Term 1	Monday 1st September
Term 2	Monday 27th October
Term 3	Monday 29th December
Term 4	Monday 9th February
Term 5	Monday 6th April
Term 6	Monday 25th May

This advance payment system allows us to:

- **Secure your child's place:** Guaranteeing that your child has a reserved spot within our care.
- **Plan staffing and resources effectively:** Enabling us to maintain appropriate staff-to-child ratios and provide high-quality care.
- **Manage operational costs:** Ensuring the continued provision of our services and resources.

We offer the following payment methods:

- Parent Pay
- Government Tax Free Childcare Account

Detailed invoices will be provided two weeks before payment is due via email.

Please be aware, if payment deadlines are missed, we have the right to withdraw your child's place with immediate effect.

If you anticipate any difficulties in meeting the payment deadline, please contact Miss Betts, Office Manager, by phone at 01233 621989 as soon as possible to discuss potential arrangements.

We appreciate your understanding and cooperation in this matter. We are dedicated to providing a nurturing and stimulating environment for your child and look forward to continuing to work with you.

Kind regards

Mrs Wood

Assistant Head for EYFS and KS1

Tina Oakley

Headteacher

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