



Payment Policy and Nursery contract

Parents/carers will be invoiced monthly (from the 15th of one month to the 14th of the next). Invoices will show sessions booked as shown on the admissions form and how the payment is calculated.

A settling fee of £20 will apply for a 2 week period. Times to be agreed by Nursery Manager. A non-refundable deposit of £100.00 is required to hold your child's place and will be deducted from your first bill.

Payment is calculated on a monthly basis, the full amount on the invoice is due within 7 days of the invoice.

Returned cheques will incur a £10 administration fee.

Payments may be paid at the office or online at any time.

Acc:21036330

Sort Code:60-11-30

Should you fall in arrears?

- Any late payment fees will incur a £10 per week administration charge, which will be added to the following month's invoice;
- A letter will be sent with a copy of the invoice as a reminder. An administration fee of £5 per letter will be charged;
- The following week a warning letter will be sent and the arrears must be settled immediately;
- If fees are still not forthcoming then your child will be taken off the register and placed on the waiting list;
- Any fees still outstanding could result in legal action.

We offer a two week payment-free 'holiday break' which can be taken at any time during the year. A month's written notice must be given. This service is unfortunately not available to children who *only* attend the government granted sessions or term time only.

No charge will be made for the week of Christmas when the nursery is closed.

Payment when your child is otherwise on holiday or absent due to illness is required to hold your child's place open as staff rotas are set monthly.

Late collection of your child will incur a minimum charge of £10 for every 15 minutes you are late, this is due to staff ratios.

One month's written notice is required prior to any changes to sessions as verbally agreed which include times, days or if you take your child out of the nursery.