**FEE AND FINANCE POLICY**

The Nursery registration fee is £25 to cover administration and introductory sessions. This fee is waived if a child is only accessing sessions paid for by 2,3 or 4 year old funding.

When booking a placement with us, we ask for a deposit of:

* £100 for part time sessions (three or less per week).
* £200 for full time sessions (four or more per week).
* £25 if a child is accessing EYEE only sessions.

This deposit will be refunded in your final bill.

Invoices are monthly in advance, on an average amount basis e.g. weekly sessions \* 52 /12. Produced by QuickBooks, 7 days before the end of the month, emailed directly to you.

Payment may be made by BACS, direct debit or childcare voucher.

If you have used our services without payment or your payment has been dishonoured the following will take place:

* Issue a reminder through Quickbooks (plus the bank fee of £10 for a returned cheque) asking for payment within seven days. If payment is received then no further action will be taken.
* If payment is not received a second reminder will be emailed and printed asking for immediate payment, in full, including a late payment fee of £10 per week backdated to the due date. If payment is received no further action will be taken.
* If payment is still not received at the end of the second week your child’s placement is suspended and your child will not be allowed to attend Nursery until the fees are paid in full.
* If the fees remain unpaid after four weeks suspension, your child’s placement is terminated and the case will be passed to our legal team for debt collection, incurring more costs which will be added to the outstanding debt. Our legal team is DCBL ltd, stars of ‘Don’t Pay We’ll Take It Away’.

Our fees are reviewed annually and any price changes are communicated with at least a month’s notice period. A copy of our latest fee structure is displayed in the hall of the nursery.

We require one month’s notice from parents to change or terminate their child’s sessions.

Policy revised January 2019 Mark Ryalls