

Fee/invoice policy

- Fees are due on/before the first day of each term.
- Fees are payable in full (or 2 instalments if over £150.00) in respect of any period of absence, due to staffing and overhead costs already incurred.
- Parents are required to give the nursery a half terms notice and a leaving date, if a parent wishes to withdraw their child from the nursery. Any fees outstanding should be paid before the child last day at nursery.
- The consumable charge is automatically added, for the term, to all children's invoices and clearly marked. This charge is the same for everyone, irrespective of the number of consumable resources or sessions the child attends, throughout the term.
- We will implement a weekly payment plan, if parents are experiencing difficulties in paying their invoice. To avoid the nursery services being withdrawn from the child or incur late payment fees, the parents must contact the manager immediately, to discuss the financial situation.

Non-payment of fees/invoice

It is our intention to pursue all unpaid fees through the County Court for the recovery of the setting's money. We aim to ensure financial stability of the setting by having a fair and consistent process for pursuing non-payment of fees.

- Issue an 'Overdue Account - first warning' letter asking for payment in full within seven days. If full payment is received within seven days, no further action will be taken.
- If payment in full is not received a second warning letter will be issued asking for immediate payment, in full in seven days plus costs of £10.00 in respect of additional administration costs incurred. If full payment is received within seven days, no further action will be taken.
- If the amount is still not paid within seven days this will be passed to our treasurer to begin proceedings in court to recover the outstanding amount. This will incur extra charges including a £50 administration cost, court fees, plus interest.

Kim Windebank
Manager

Sept 2021