

Payment Procedure

In order to maintain quality of care, we believe that communication is paramount. We ensure that parents/carers are aware of the procedures in regard to payment of fees. Confidentiality is maintained in regard to any payment matters and privacy is offered with any discussions needed

- *Invoices are sent out at the beginning of each half term. This will include fees due for all the sessions and/or lunches during that period*
- *Fees can be paid by cash or cheque either weekly, monthly or half termly in advance*

Overdue Fees

- *In the occurrence of fees not being paid for three months without communication we will inform parents by letter along with another copy of the invoice.*
- *With further and continued unpaid outstanding fees within the half term period of no longer than 6 weeks, we aim to arrange a meeting with the parent/carer to come to an agreement of settling the payment of such fees*
- *In the event of continuing unpaid fees we reserve the right to refuse entry for the child until the fees are settled or a signed agreement of payment has been adhered to.*
- *All overdue fees should be paid in cash, cheques will not be accepted*

Illness

- *In order to provide continual care we regret we have to charge for sessions when your child is unable to attend due to illness; we will however, try to provide alternative sessions, in that week, if there are places available.*

Holidays

- *In regard to holidays, if a holiday is pre booked during pre-school time we ask for you to let us know, in this instance we will ask for half the usual payment.*

This policy was adopted on	Signed on behalf of the nursery	Date disseminated to staff	Date for review
November 5 th 2014			September 2015