**Payment and Fees Policy**

**Fees:**

To be paid in advance. Fees must be paid within seven days of issue of invoice. Outstanding accounts will incur interest, charges at 2% per month, £2 interest will be the lowest amount charged.

If fees are not paid by the last day of the invoice month, a late payment fee of £10.00 will be charged in addition to the interest rate.

Failure to pay fees may lead to the involvement of a third party.

**Holidays:**

Children attending the nursery throughout the year will have two weeks holiday in any 12 month period, without fees or retainers. Two weeks notice is required in order to obtain this reduction. Holiday discount will not be given if the account has outstanding money due. The nursery is closed on bank holidays and during the period between Christmas and New Year, for which there is no charge.

Children attending the nursery on a term time only basis will not be entitled to any holiday discount during the stated terms.

**Absences:**

These are not refundable and must be paid for.

**Withdrawal and Reduction in Sessions Attended:**

Three weeks’ notice is required or three weeks fees in lieu of notice.

The nursery reserves the right to give three weeks’ notice to withdraw the nursery place, if conditions are not met or if it is in the best interest of the child concerned or the other children within the nursery.

In the event of non-payment of fees and where an agreed payment plan cannot be reached, or if the payment plan is breached, the nursery may withdraw a place with immediate effect.

**Reservations:**

£30.00 non-refundable registration fee is payable upon registration to reserve a place at the nursery. A deposit of £30 is required for children registering for 15 hour 'Funded Entitlement’ only places. This deposit will be retained if the child does not take up the place reserved for him/her. The deposit will be refunded immediately after the ‘Headcount’ week relating to the term of entry as long as the child remains at the nursery at this time and all funding paperwork has been completed .