

## Paying Fees and Invoices

All invoices are issued on the 7<sup>th</sup> of any calendar month and cover the period up to and including the 6<sup>th</sup> of the following month. When you first join, you may receive a separate invoice that covers any sessions that fell in a different pay period.

Fees are paid one month in advance and are, as a result, due immediately your invoice is prepared. Our policy is for fees to be paid by standing order or via internet banking to our Natwest bank account, sort code 60 10 05, account number 84084413. The amount to be paid is shown on your first full invoice. Please contact the office if you are unsure of the amount. Banks are often slow in setting these facilities up so it's easier to make your first payment by cheque or bank transfer and set the standing order to begin on the 7<sup>th</sup> of the following month

Fees are made up of a calculation of weekly costs, multiplied by the number of weeks we are open (51) and then dividing the annual sum by 12 to give monthly equal payments. Any discounts or Early Years funding will be deducted from your invoice.

Any other invoices for extra sessions or uniform are prepared monthly in arrears.

Late payments may be subject to a £25 penalty at the management's discretion. Any fees returned unpaid will be subject to a £10 administration fee. Should you be having problems with payment, please contact the office at the earliest chance.

Remember, it is important to give us one months written notice when you child no longer needs their place at nursery. We will invoice a months fees in lieu if notice is not given.

Early Years funding becomes available in the academic term after your child's 3<sup>rd</sup> birthday. This will be deducted from consecutive invoices for ease of payment. Spring term in January, February, March and April, Summer term in May, June, July and August and Autumn term in September, October, November and December. Please ask for a copy of our funding policy. There are also considerable tax savings to be made on nursery fees, please contact the office for further information.

Reviewed Jan 2020 by LBD