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**Payment Policy**

This policy has been drawn up to ensure that all customers are aware of the arrangements for payment for their child’s attendance at nursery.

Payment is due every Monday or on your child’s first day of attendance, if you have opted for weekly payments. Payments can be made by:

* Cheque with the guarantee card number and child’s name on the reverse. Cheques should be posted in the black fees box in the office/staff room.
* Cash in an envelope with your child’s name on it which should also be posted in the black fees box in the office/staff room.
* Credit/Debit card payment using the card machine, located in the office/staff room.
* Standing Order – Please confirm arrangement with the nursery manager Zoe Morgan or director Richard Atherton.
* Bank transfer using the nursery bank account details found on the black fees box in the office/staff room.

Other payment arrangements may be made but must be agreed by either the nursery manager or director.

The deposit paid on reserving your child’s place will be refunded against their first week’s fees.

Fees are payable in full if your child is absent from nursery due to sickness or for social reasons. Full fees are also payable on weeks that include a public holiday.

Up to two full weeks of holidays can be taken with half fees payable – subject to fee payments being up to date or the account being in credit.

Fees are not due for the Christmas closure.

Nursery reserves the right to exclude any child’s attendance at nursery if fees are not paid in accordance with this policy.

Nursery will pursue unpaid fees and will, if necessary, use a debt collection agency. 30% will be added to fees in these circumstances to cover the costs.

Policy adopted by Richard Atherton (Director) and Zoe Morgan (Manager)

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| **This policy was adopted on** | **Signed on behalf of the nursery** | **Date for review** |
| *Reviewed and edited on 31.10.2022* | *T. Worrall-Noonan* | *31.10.2023* |