



## Terms of Payment: Fees

Every parent or carer is given a copy of their contracted hours and fees; this is signed by both the parent and staff. This contract will be updated every time a child's days or fees are changed. All bookings are taken in advance and the childcare package that you have registered for your child must be paid for even though your child may be absent during any of the booked sessions. All payments must be made in advance of your registered sessions and if for any reason you need to make a change to your booking, we do require 4 weeks' notice. Regular Invoices are issued in advance covering your contracted sessions as per the Registration Form and should additional extra hours or days to be taken; this must be paid for on the day or in advance.

### Deposit

A deposit of £75.00 is required before your child starts with us. This deposit is refundable **only when four weeks written notice of leaving is given**. When four weeks written notice has been given the deposit will be deducted from your child's final invoice. **Deposits will not be refunded if a child's place is cancelled before they start.**

### Invoices

Invoices are issued between the 20<sup>th</sup> and 23<sup>rd</sup> of the month and all fees are to be paid by the last day of the month in which the invoices are issued. You will be charged in advance for the month you will be receiving, this will be calculated by the number of days and sessions pre-booked in that month. Additional sessions must be paid for in advance or, at the latest, on the day of the required session. Fees will not be charged on bank holidays or over the Christmas closure. Any reduction in your child's sessions will be charged for unless four weeks written notice is received.

### Contracts

Please be aware that your signed contract states that we require four weeks written notice of you withdrawing your child from the nursery so that we can pay your deposit back to you. We also require 4 weeks written notice if you require to change your session.

### Late payment

In the event of fees not being paid on time there will be an initial charge of £25 followed by further charges of £25 for every week that the fees are late. You will receive a letter notifying you of the late fees and stating additional charges. If fees still remain outstanding four weeks after their due date your details will be referred to Assured Credit Services Ltd – a debt recovery company who are assisting us with our credit control.

### Methods of payment

We accept the following forms of payment including; cash, standing order, card payment or Debit cards are accepted with a small charge of 30p per transaction and credit cards at 50p per transaction. We also accept all childcare vouchers

### Absences

Fees are still charged when a child is absent as overheads have to be paid and to ensure that your child's place is secured. No fees are charged when the nursery is closed, this includes bank holidays and one week at Christmas.

## Fee Increase

The fees will be subject to annual review; in the event of fees increasing you will be given 28 Days written notice of change.

## Late collection of a child

If a child is collected later than their contracted time a standard charge of £15.00 for every 15 minutes or part of it will be added to your monthly bill.

## Fees

Opening hours; Monday – Friday 7am – 6p.m

Sessions	Time	New fees from 1/3/2018
Full day	8am-6pm / 7am-5pm	£46.00
Full day long session	7am-6pm	£50.00
Full morning	8am-1pm	£33.00
Full afternoon	1pm-6pm	£33.00
Extra hour	Hourly rate	£9.00
Holiday Scheme Full day (Over 5's)	8am-6pm	£30.00
Holiday Scheme Morning (Over 5's)	8am-1pm	£16.00
Holiday Scheme Afternoon (Over 5's)	1pm-6pm	£16.00
School Drop Off/Collection		£5.00 + session cost

## Discounts Available:

Full Week Discount – 10%

Sibling Discount – 15%

On-site Factory Worker Discount – 10%

## Holidays

Little Inspirations is open for 51 weeks of the year.

The nursery is closed on all bank holidays, half day Christmas Eve and one week over the Christmas holiday. No fees will be charged for these closures.

## Reporting Absences or Requesting Extra Sessions

The nursery would appreciate parents giving as much notice as possible for holidays as this helps in the planning of rota's and the smooth running of the nursery. **All absences have to be paid for.** If your child is not attending because they are unwell or have appointments then we ask you to report this to the nursery as soon as possible.

The nursery is aware that sometimes you may need to take extra sessions for short term, wherever possible the nursery will endeavor to help you with your request. Parents need to be aware that if the nursery is full, or due to the age of the child, we may not always be able to assist. Once an extra session is confirmed it is treated as a booked day and has to be paid for in full even if the child is then absent.