



## **Fees Policy for Barry**

**Opening hours;                    Monday – Friday 8am – 6p.m**

<b>session</b>	<b>times</b>	<b>prices</b>
Full day	8 am –6pm	£42.00
Morning session	8 am – 1.30 pm	£25.50
Afternoon session	1.30 pm - 6 pm	£25.50

Sibling discount 15% for the second child

10 % discount for a full week

### **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.

### **Retainer fee**

To secure your child's place on our waiting list more than four weeks in advance a retainer fee of £50 is required. This will only be refunded from your deposit if your child takes up their place at the agreed time.

### **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 every March; 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.