

## **Payment Policy**

Little Paws nursery does not ask parents/carers for administration fees or deposits when they join our nursery as we rely on our parents/carers to honour our payment policy as written below.

If your child is absent from nursery for any reason, or you choose to take your child home once a session has started, the nursery session still must be paid for in full.

If at any time you decide to cancel your child's place at the nursery for any reason, you must give ONE MONTHS PAID notice in term time.

This applies to both funded and non-funded children.

Parents will be given an invoice at the beginning of each half term with a breakdown of the total fees for that half term. Parents may pay weekly, monthly or half termly in advance by either cash, cheque, BACS or childcare vouchers.

If you are late picking up, a charge of £1 per every minute will be charged. Payments made to nursery need to be in a sealed envelope with your child's name, amount enclosed and what the money is paying for (e.g. sessions they are attending) written clearly on the front of it. Payments should be handed to Samantha Guy-manager.

Payments will be recorded and a receipt given.

All invoices are to be paid promptly by the end of each half term unless an arrangement has been made with Kate. All fees are to be paid in full by the end of each term.

If fees remain unpaid and monies owing to the nursery accumulate, it is our policy to inform parents that their child will not be able to attend nursery until their fees are paid in full.

**Signed.....Manager/Owner**

**Dated: February 2017**

**Review Date: February 2018**