

Late payment of fees policy

Fees are due to be paid monthly in advance. Invoices will be sent out two weeks prior to the invoice being due. Payments are to reach the nurseries account by the 1st of each month. If your child is starting part way through a month you will receive an interim invoice to be paid within 7 days and then your following invoices will be issued in line with all other clients.

If we do not receive payment on the due date, we will issue you with a polite reminder.

If we still have not received fees after a week of the due date late payment fees will be added to the invoice of five pounds for each day the fees are outstanding.

If we have still not received fees within two weeks of the due date, we will suspend care until all fees are paid. The late payment fees will continue to accrue until the invoice is settled.

If you are finding it difficult to pay your fees you must speak to the nursery manager who could set up a payment plan for you.