

# Invoices & Payment Terms Policy

It is the aim of the setting to provide first class quality childcare delivered by trained and experienced staff using resources that will develop and meet the needs of each individual child in our care. For this to happen we ask that parents must pay their fees on time and in full as per the terms of the contract.

Fees will be reviewed annually and parents informed accordingly. Any changes will be implemented from the beginning of the new school year.

If a parent is having difficulty paying fees on time and in full we would ask that you talk to the manager or your child's key person as soon as possible and we will endeavour to assist you in any way we can.

1. Accounts are invoiced at the beginning of each term.

- Fees must be paid in full within 14 days of invoice date unless prior arrangements have already been made.
- Payments can be made direct to Inskip Pre-School.
- Bank account details are:
  - Account Name: **The Partners T/A Inskip Pre-School**
  - Account Number: **10208792**
  - Sort code: **16-20-16**
- If payment hasn't been made within the 14 days a late fee of £25, rising daily by an additional £5 will be charged.
- If fees still remain unpaid the setting reserves the right to remove the child's name from the register, the partners will inform parents in writing. This will allow those sessions to be made available for any other child on our waiting list.
- This is at the discretion of the partners.

**Please be respectful of the times your child is booked in at Pre-School. We understand that there are odd occasions when a child may be collected late, however persistent late pick ups will be charged at a rate of £5.00 for every 15 minutes or part thereof.**

2. No refund can be made for holidays or non-attendance during term time.

3. Four weeks notice must be given in writing if parents wish to cancel a session or place.

4. Full fees must be paid for the four weeks whether the child attends nursery or not.

5. Change of session times must be agreed at the end of each term, for the following term. Any changes made after this will require four weeks notice in writing and incur a £10 administration fee. Sessions cannot be swapped due to holidays, illness, school visits etc as we must maintain staff/child ratios at all times.

**I have read and understood the terms and conditions relating to payments of fees and agree to abide by them.**

**My daughter/son name(s):** \_\_\_\_\_

**Parent/guardian signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_