



FEES POLICY

FEES

Full details of our fees, charges and nonrefundable are available from the centre. All fees are reviewed annually.

DEPOSIT:

A deposit of £200.00 is required to secure a place in the centre for your child.

A deposit of £50 once a year for supplies for your child which is non-refundable; for example, arts and craft, milk, toiletries – toilet paper, hand towels, wipes, nappy rash cream ect.

If you take the place, you secured then your deposit will be returned once full payment of your last invoice has been received.

However, if the notice of cancelation is not followed the deposit would **not** be able to be refunded until it is abided by. If receiving payment becomes difficult Happy Kids Nursery would approach small claims court to receive the outstanding amount – all cost occurred would be payable by the child's parent/ career/ guardian.

PAYMENT OF FEES:

All fees are to be paid monthly in advance.

Fees are to be paid 51 weeks a year even if your child is absent through illness or holiday – this includes bank holidays.

FUNDING:

Parents of children eligible for NEG funding must fill out the appropriate paperwork and provide proof of address (Utility Bill) and birth certificate. The 2 year funding must be used for 10 hours per week for 51 weeks of the year.

LATE PAYMENTS:

If you do not pay your invoice within the time frame provided on your monthly invoice a charge of £25.00 will be added to your bill. If your payment falls behind by more than two weeks and cannot be resolved, we have the right to ask you to remove your child from the centre and they will lose their place.

HOW TO PAY:

Payment can be made by cash or by Bank Transfer

And you will be provided with a receipt of payment. Standing order forms are available on request.



NOTICE IN WRITING:

If you decide to withdraw your child from the centre we require four – eight weeks' notice in writing. Failure to do so, will result in you being charged a full months fees.

EXTRA SESSIONS:

Extra sessions can be booked in advance on the condition that you do not have an outstanding invoice from last month.

NON REFUNDABLES:

Nonrefundable (no refunds) payments are given for periods including booking half term where your child's nursery place is unfilled due to illnesses or holidays.

Loss of deposit and no refunds for sessions booked are given if you have breached any of your obligations under the Agreement or Policies or Termination with immediate effect. For example:

5.2 We may immediately end this Agreement if:

5.2.1 you have failed to pay your fees; - **Fee's Policy**

5.2.2 you have breached any of your obligations under this Agreement and you have not or cannot put right that breach within a reasonable period of time of us asking you to;

5.2.3 you behave unacceptably, as we will not tolerate any aggression, physical or verbal abuse towards staff; - **Zero Tolerance Policy and Fee's Policy.**

5.2.4 your child's behavior is unacceptable or endangers the safety and well being of any of the other children at the nursery; or – **Behavior management / anti bullying Policy and Fee's Policy.**

5.2.5 we take the decision to close your child's nursery. We will give you as much notice as possible of such a decision.