

### **TERMS & CONDITIONS OF PAYMENT**

When your child attends their first Session, you will be presented with an Invoice for charges to the whole month or the remainder of the month. As Fees are in advance, the Invoice you receive **MUST** be paid within 7 days, to the Manager / Deputy of your child's Setting. (Cheques made payable to 'Naval Under Fives').

On the last working day of each month, you will receive your monthly Invoice. If your child has attended any extra Sessions e.g. Nappies, Baby Food, Baby Milk, Breakfast Club or Lunch etc., this will be added to your Invoice. If you have not received an invoice from your child's Setting, please contact Sharon or Julie at the Office to make us aware: - 023 9258 0515

If you know that there is going to be a problem honouring your Child's Fees, or the Invoice is incorrect, you may contact the Supervisor / Deputy of your Child's Setting. Alternatively, you may contact Sharon or Julie in the Office. Please remember, failing to pay for child's Fees on time without prior consent, could result in your child losing their place with immediate effect. If this does occur, written notice will be given, and you will be asked by the Setting's Supervisor to remove your child or reduce the child's hours until the outstanding fees are paid.

### **SICKNESS & ABSENCE**

If your child is absent or sick, this will be charged at Normal Rate, we still have Staffing cost to cover, regardless of your child's absence. There are concessions for Compassionate reasons; this can be discussed further with the Setting's Supervisor / Deputy who in turn will discuss with the 'Office', who will make the final decision.

### **FULL DAY CARE SETTINGS ONLY**

Each child attending Full Day Care, all year round, (inc. half- term holidays), will be entitled to take 1 week's holiday at half price, providing enough notice is given. Naval Under Fives will close for the last four weeks in August, (maintenance period), two weeks at Christmas and Easter, and Bank Holidays, there will be no charge for these closures or any other closure that are deemed beyond our control. If your child attends term-time only, there will be no retainer charges, however if your child is sick or absent during their attendance in term-time their Fees will be charged at full rate.

### **LATE COLLECTION CHARGE**

Children who are collected from their Setting late and the Setting have not been notified or there is no just cause, the following rates will apply: -

**£5.00 for the first 5 minutes and £2.00 for every minute thereafter.**

These charges apply for early drop-off, as we have to cover the cost of extra Staff and /or additional time worked.

### **FALLING BEHIND IN PAYMENTS**

Failing to keep up with your child's Fees will result in letters being sent advising you of an 'easy payment scheme' and reducing your child's hours enabling you to catch up on the arrears. If you are unable to keep to this agreement, your child's hours will be reduced further, which may result in your child's place at the Setting becoming obsolete. Your child will not be accepted back into any of the NUF Settings until your debt is clear. Do not take on further hours for your child if your finances do not allow. Staff have been instructed to refuse entry to any child, where the Parent/Carer have outstanding fees.

**Skylark Pre-school & Spoonbill Under 3's**

**Fees**

<b>RATES</b>	<b>Birth to 3 years</b>	<b>3 and 4 years</b>
Full Week (7.30 – 17.00 Mon to Fri)	£180.00	£175.25
One Hour	£4.00	£3.90
Two Hours	£8.00	£7.80
Three Hours	£12.00	£11.70
Four Hours	£16.00	£15.60
Five Hours	£20.00	£19.50
Six Hours	£24.00	£23.40
Seven Hours	£28.00	£27.30
Eight Hours	£32.00	£31.20
Nine Hours	£36.00	£35.10
Nine Hours 30 mins	£38.00	£37.05

Fees are paid in advance, and you will be invoiced the day your child starts the Setting. Invoices should be paid in full within 7 days of issue to either the Manager or Deputy of the Setting. Cheques to be made payable to **'Naval Under Fives'**. There will be no charge when Naval Under Fives are closed for the last four weeks at Summer, 2 weeks at Christmas, Easter and the 'Bank Holidays'. We require as much notice as possible if your child is going to be on holiday. If you have not received your child's invoice for your child within the few days of your child starting their Setting, please contact Sharon or Julie at the Office: - 023 9258 0515. Payments can be made by Sodexo, Busy Bees, Eden Red, Computer Quote and many more, ask the Manager of the Setting or Bank Transfer: -

Bank            Barclays Bank PLC s.  
 Sort Code    20 30 89  
 A/C Number   10889040  
 Reference    Child's name & Setting

**Late Collection Fee**

If your child is late for collection and the Setting has not been notified or there is no just cause, a 'late collection fee' of £5.00 for the first 5 minutes and £2.00 per minute thereafter for each child collected out of their allocated time