

## **Payment Of Fees**

- All fees are subject to revision annually & the nursery will give a minimum of two weeks notice of any alterations. An up to date list can be requested from the Nursery at any time.
- Nursery Fees are requested to be paid in advance.
- Food charges & extra hours for funded spaces are also required to be paid in advance or daily.
- All direct debits & cheques that are returned will incur a £10 administration charge.
- The nursery reserves the right not to admit your child to the Nursery in the event of Non payment of fees.
- Fees will not be refunded or waived for absence through sickness, family holidays, adverse weather conditions or any other reasons; except in the sole discretion of the Nursery.
- Fees are the joint responsibility of each person who has signed the Contract on applying or who has parental responsibility for the child, has paid any Nursery fees, has returned the child to the Nursery or given instructions in relation to the child.
- Fees cover the care of the child & all resources to provide effective care. Fees also cover all snacks, lunches & afternoon teas. Other items incurred by the Nursery or the child may be charged as extras. Damage done by a child, other than fair wear & tear, may be separately invoiced & must be paid as an extra.
- An agreement with a third party to pay the fees or any other sum due to the Nursery does not release the parent(s) / carer(s) from any liability under these terms & conditions unless an express release has been given in writing signed by the bursar. The Nursery reserves the right to refuse a payment from a third party. All such payments received are in good faith.
- An agreement by the Nursery to accept payment of fees by standing order or direct debit or any other arrangement for payment of fees by instalments is concessionary & will cease automatically in the event of any default for 30 days or more. On ceasing the full amount of fees then due shall be payable forthwith as a debt & interest will start to accrue.

### **Notice of Withdrawal / Change In Sessions Required**

2 Weeks notice must be given to withdraw your child from the nursery or reduce the sessions required. This notice must be written & signed & given in person to the Manager of the Nursery & a copy be sent to the Nursery email:  
[eversleynurseryschool@yahoo.co.uk](mailto:eversleynurseryschool@yahoo.co.uk).

### **Recovery of Unpaid Fees**

The nursery reserves the right to charge interest at the rate of 2% per month on all outstanding fees. You will also be responsible for the payment of all additional charges incurred by the nursery in collection of outstanding fees, including, but not limited to, our internal administration charges & our solicitors' costs & disbursements.

**This policy was revised & updated on the 15<sup>th</sup> August 2022  
Eversley Nursery School**