

# Next Generation Nursery & Schoolies Club Ltd

## Payment Policy

This policy has been drawn up to ensure that all customers are aware of the arrangements for payment for their child's attendance at nursery.

- ❖ Payment is due on Monday or on your child's first day of attendance if they have a part time place. Payments can be made:
  - By cheque with the guarantee card number and child's name on the reverse. Cheques should be posted in the fees box in the reception area.
  - By cash in an envelope with your child's name on it also posted in the fees box in the reception.
  - By credit/debit card in the office.
  - By standing order. Please confirm arrangement with the Nursery Manager.
  - Any other payment arrangements must be agreed with the Nursery Manager or Director.
  
- ❖ Your deposit paid on reserving your child's place will be refunded against their first week's fees.
  
- ❖ Fees are payable in full if your child is absent from nursery due to sickness or for social reasons. Full fees are also payable on weeks that include a public holiday.
  
- ❖ Up to two full weeks of holidays can be taken with half fees payable subject to fee payments being up to date or in credit.
  
- ❖ Fees are not due for the Christmas closure.
  
- ❖ Nursery reserves the right to exclude any child's attendance at nursery if fees are not paid in accordance with this policy.
  
- ❖ Nursery will pursue unpaid fees and will if necessary use a debt collection agency. 30% will be added to fees in these circumstances to cover costs.