

## **PAYMENT TERMS - BE HAPPY CHILDCARE SERVICES**

- 1) All on-going fees are payable in advance by Direct Debit or Childcare Voucher on the first day of the month to which they relate and by the 7th of the month at the latest before charges may be incurred. Responsibility for paying fees resides with the parents or legal guardians of the child. Other forms of payment can be accepted for the first month's fees and the initial booking deposit.
- 2) Fees are calculated and payable on a calendar month basis.
- 3) The Nursery is closed at weekends, Bank Holidays and between Christmas and New Year and our fees are structured accordingly; All children who normally attend on a Monday will be charged for Bank Holidays.
- 4) If your child's start date is part way through the month then we will invoice for the actual sessions taken and begin the calendar month calculation the following month.
- 5) Fees are reviewed once per year. Any changes to the fee rates will be notified to you at least 8 weeks in advance.
- 6) There is no VAT to be paid on any of our charges.
- 7) We are unable to refund fees for sessions not taken due to illness, absence or where the Nursery is forced to close due to circumstances beyond our control.
- 8) The Nursery reserves the right to charge interest on late fees at the rate of 2% above the Bank of England base rate. For re-presented cheques a minimum charge of £25 will be made. Children may be excluded from the Nursery if fees remain outstanding beyond 14 days from their due date.
- 9) Because of the staffing and resource requirements as laid down by Ofsted, children who are collected after their agreed time. Parents will incur a late collection charge. If your child has still not been collected 5 minutes after the session has ended then a £10 charge will be levied and for every 10 minutes thereafter.
- 10) Discounts are available for siblings in the Nursery. The discount is provided to the older child and remains in place until the older child leaves. The rate of this discount will be 10% for each additional child.
- 11) Childcare service is considered continuous (therefore fees liable) until 6 weeks written notice is provided or child secures a school place as per our Termination Policy.

Payment Terms apply to our settings, covering Slough, Burnham, Cippenham & our After School Club.