



## Fees

### Policy Statement

Victoria Park Day Nursery CIC require that all fees are payable on a weekly basis. We now require a deposit of £80 prior to your child starting. No deposit is required for children **ONLY** accessing the Free Early Education. Normal weekly fees still apply on top of the deposit. This amount will be refunded in full or put against your final bill before the Free Early Education starts or the child leaves to start primary school (if you have additional sessions as well as the Free Early Education sessions).

If you fall into arrears of more than two weeks, you may lose your deposit. Deposits are non-refundable should you withdraw your child's place without giving 4 weeks' notice or have an outstanding balance. The normal weekly fees are still payable during the notice period. Victoria Park Day Nursery CIC reserves the right to involve a debt collection agency to recover any monies owed and any of their charges to be incurred by you.

Victoria Park Day Nursery CIC also reserves the right to take legal action to recover any monies outstanding at your expense.

Fees are still payable even if your child is absent/sick or on holiday during term time.

Unpaid fees are still due even when your child has left the nursery.

You are required to give Victoria Park Day Nursery CIC four week's notice should you no longer wish your child to attend anymore. Fees will still be owed to us during this time. If no contact or advice is given to terminate your child's place, fees will still be charged to you. It remains your responsibility to inform staff members you no longer require your place/s for your child.

Victoria Park Day Nursery CIC reserves the right to terminate a child's place or the offer of additional sessions if fees are not paid at any time. **This does not affect the Free Early Education sessions.**

If the nursery is closed due to bank holidays or emergencies, (i.e. power failure etc) then there will be no charge that day and statements altered accordingly.

If you are having difficulties in payments, then speak to Jo Cameron our nursery Manager, where a payment plan may be offered.

If this payment plan is not adhered to however, all outstanding monies will become payable immediately, including any legal costs accrued.

Payments can be made:

- In cash at the nursery.
- Securely using your PayPal account.
- Using your credit /debit card via PayPal.
- Internet banking payments are also accepted.
- Via our Nursery Website ([victoriaparknursery.com](http://victoriaparknursery.com))