



LEECHPOOL CATERPILLAR NURSERY & AFTER-SCHOOL CLUB

FEES & ADDITIONAL CHARGES POLICY

FEES

Invoices will be issued via email during the week before the end of the current half term. This payment will be requested in advance of sessions.

Payment will need to clear into Leechpool Caterpillar Nursery & After-School Club's bank account within 30 days. The payment due date is clearly visible on the invoice.

Methods of payments should be by:

- Cash
- Cheque
- Bank transfer
- Registered voucher scheme
- Tax-Free Child Care Vouchers

Late Payment

If funds have not cleared into Leechpool Caterpillar Nursery & After-School Club's account by the requested payment date, a flat rate of £30 will be added to your next invoice as a late payment fee.

If payments are not received on time, then your child's place in the Nursery or After-School club may be at risk. If payment has not been met and there are monies outstanding by a second invoice/reminder then the child will be unable to attend the Nursery/After-school Club.

Further action will be taken to recoup any outstanding monies.

On occasions that your child is absent (e.g. illness or due to a school trip) families will still be charged for that session.

In the event of an emergency closure e.g. due to adverse weather, staffing levels or global pandemics you will receive a credit on your next invoice for the days that we were

closed. Alternatively, families may wish to donate these fees to Caterpillar Nursery & After-School Club

Please feel free to discuss in confidence any issues or questions in regarding to payments with Cat Hall (Manager) or Sarah Cullern (Administrator)

They are contactable on: 01403 900622 or

email: nursery@leechpoolnurseryasclub.co.uk/
afterschool@leechpoolnurseryasclub.co.uk

ADDITIONAL CHARGES

On occasion there may be additional charges such as payments for parties, special occasions, outings & uniform. These charges will be detailed to you at least 2 weeks in advance and you are not obliged to partake in all such activities. Uniform is not compulsory.

VOLUNTARY DONATIONS

We will on occasions ask for voluntary donations towards fundraising activities and snack foods.