



## Woodlands Trails Day Nursery

### Fees information Sheet – Holiday Club (School Holidays) – 3-7 year olds

<u>Name of Session</u>	<u>Times</u>	<u>3,4 year olds</u>	<u>5,6,7 year olds</u>
Morning <i>or</i> Afternoon	7:15-12:15 1:15-6:15	£22.95	£15.00
Short Morning <i>or</i> Short Afternoon	9:15-12:15 1:15-4:15	£13.77	£12.00
Lunch Time	12:15-1:15	£4.59	£3.00
Full Day	9:15-4:15	£32.13	£21.00
5 full days	9:15-4:15	£152.62	£99.75
Extended Day	7:15-6:15	£50.49	£33.00
5 Extended Days	7:15-6:15	£252.45	£156.75

Hot Meals - £2.50  
Breakfast, Snacks and Light Tea Included

Please note there are no refunds for absence



## **PAYMENT PROCEDURES – Summary**

**Ways to pay** - By BACS - remittance emailed to: [office@pathwaysnursery.co.uk](mailto:office@pathwaysnursery.co.uk)

Account Number: 03680967, Sort Code: 20-23-55

By CREDIT OR DEBIT CARD - [www.pathwaysnursery.co.uk/payment](http://www.pathwaysnursery.co.uk/payment)

By CASH - Handed in to nursery in sealed envelope with payment slip inside, with name and setting clearly marked on the envelope. Please ask for a receipt.

By CHILDCARE VOUCHERS - Please ask in nursery for more information

**For further details please ensure you have read your contract carefully**

### **Payment Procedure - Prompt payment is appreciated**

\*Invoices will be issued within 3 working days of booking or added on to your next invoice if you attend during term time.

\*Invoices are payable in advance of attendance.

\*There are **no** refunds for any absence (unless agreed in relation to an emergency or authorised holiday).

### **Debt recovery procedure**

\*Customers will receive a written reminder 7 days and 14 days after the invoice is due. If payment is not received 14 days after due date a 10% surcharge will be added.

\*If the invoice/or any outstanding balance remains unpaid within 7 days of the 14 day reminder you will receive a final reminder which precedes a 7 day notice of suspension of services.

\*If you fail to make contact or pay the final reminder by cash or card over telephone, or by return of post, your child's place will be suspended.

\*All debt recovery will be placed in the hands of a solicitor for recovery through legal proceedings.

\*Customers may be held liable for all costs incurred until full amount is paid.

\*It is the parents/guardians responsibility to make sure payment is made in full before attendance even if the payment is by childcare vouchers or from another source.

### **Please contact the office if you have difficulty paying your invoice – nursery staff cannot deal with financial agreements**

Please note – the person who signed contract and registration form is liable for outstanding fees

(If someone else (e.g. college, ex partner, social services,..) is paying and has failed to pay – the person who has signed the contract will need to pay and recover monies from them – we cannot chase third parties)

THANK YOU FOR YOU CO-OPERATION ON THIS MATTER