



# LEECHPOOL CATERPILLAR NURSERY & AFTER-SCHOOL CLUB

## FEES & ADDITIONAL CHARGES POLICY

### FEES

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

Payment will need to be made within 20 working days. Payment required 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 payment has not been met 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 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 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 Kate Summerhayes (Manager) or Amy Jordan (Administrator)

They are contactable on: 01403 211388 or email:

[catclub2001@hotmail.co.uk](mailto:catclub2001@hotmail.co.uk) / [managercatclub@hotmail.com](mailto:managercatclub@hotmail.com)

## **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.

## **VOLUTARY DONATIONS**

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