



Ways To Pay - Information Pack

How your invoice is calculated

You can choose to have your invoice calculated either as calendar monthly or by standing order.

Calendar monthly - you pay for the days you attend each month, and your invoice amount will fluctuate depending on how many weeks are in each month.

Standing order - your fees are calculated for the full year and divided across the 12 months (51 weeks) —you pay a consistent monthly fee, (Unless you are accessing your Early Years Grant, which is calculated weekly and causes regular fluctuations to standing order calculations).

Early Years Grant Funding

Please see our separate policy and information leaflet on Early Years Grant Funding and how this is deducted from your invoice.

What date you receive your invoice

Invoices are processed on the 15th of each month. If the 15th is a weekend invoices will be processed on the following Monday.

The invoice is processed on the 15th of the month for the month ahead, e.g. May's invoice is processed on 15th of April, this allows you to have the invoice 2 weeks before payment is due.

What date you need to pay your invoice

Invoices are due for payment on the first of each month.

If you pay by childcare vouchers (see 'different ways to pay 'section) then they must be cleared and in our account by the 7th of the month.

Any payments received after the 7th of the month will be subject to our £20 late payment fee.

We are unable to make exceptions to this based on factors such as, when you are paid or when you receive tax credit payments.

Late payment fee— a £20 late payment fee is applied to all payments received after the 7th of the month.

Accessing additional sessions (subject to availability)

If you access additional sessions after invoices have been processed your additional sessions will be applied to the next months invoice. You may pay for additional sessions as you access them and before they are applied to an invoice if you wish. Payments received will be deducted from the next months invoice. If you book an extra session and don't attend you will still be charged.

Sibling discounts

If you have 2 or more children attending the nursery then an additional child 10% discount is applied. The discount is applied to the eldest child first, in descending order, regardless of when the children start the nursery.

Phone:

Greg Street Nursery - 0161 222 6188
St. Mary's Preschool - 0161 222 3070

E-mail: info@littlelegendsnursery.com

Website: www.littlelegendsnursery.com

Fee amounts and additional charges

Our fees are clearly stated on our price list (please see our website or ask for a copy at the office). We review our fees every 6 months, in January and in July, and fees may increase to reflect changing economic circumstances. You will be notified of any changes one month in advance.

Late collection fee—if you are late collecting your child/children from the nursery you will be charge £5 per child for every 5 mins you are late.

Sick days, children's holidays and Bank Holidays

There cannot be any reductions for occasional days off, illness, holidays or Bank Holidays. Days cannot be swapped or sessions exchanged to make up any loss you might experience.

Christmas week

You are not charged for the time we are closed at Christmas (excluding Bank Holidays). If you pay by standing order this amount is calculated across the year and is reflected each month in the amount you pay, if you pay by calendar monthly this is reflected in your December invoice.

Please note that EYG funding is not applied to Christmas Week and this will be reflected in the December invoice of Calendar Monthly paying customers

Notice period

If you leave the nursery, other than starting school reception class, we will require 4 weeks notice, in writing: you will be invoiced for the date 4 weeks from when notice is received.

Debt

If you leave the nursery owing money we will, in the first instance, contact you to arrange payment. Ultimately all unpaid fees are referred to an outside agency for debt collection.

Ways to Pay

You can pay your invoice in any of the following ways:

Debit card or cash— You can pay at the office using either your debit card or by cash, you will be asked to sign a written record to confirm your payment.

Online transfer or standing order - Please use your child's full name as the 'reference' .

Our bank details are:

Sort code: 30-13-90

Account number: 17037460

Childcare Vouchers

We accept all employer childcare voucher schemes. Please check with us to see if we are already registered with the scheme you wish to use. All voucher payments must be cleared and in our account by the 7th of the month. You will need to manage your own account to ensure that this happens.

If you have any questions regarding your invoice or how to pay then please contact the office.

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