

TERMS AND CONDITIONS

In order to run a high quality childcare and early years educational centre it is essential that fees are paid on time.

All new applications to the Nursery will be checked by the Administrative Assistant on the Registry of Former Clients. If the application still shows an outstanding debt with the Nursery they will be informed that a place will not be allocated to their child until the debt is cleared in full.

Placement and Application

All application forms must be completed and returned to the nursery office before a child can be admitted to Footsteps Nursery. A registration fee of £10.00 shall be paid by the parent/carer and is non refundable.

Fees

The provision of morning and afternoon snack is included in the hourly rate, which includes cow's milk for those children of an appropriate age. Childcare fees are invoiced monthly and must be paid within 7 working days.

Any account falling into arrears will trigger the following procedure

- 1st Letter requesting that the account be cleared within 7 working days.
- If this letter fails a 2nd letter will be issued informing the parent/carer that if the account is not paid in full the account will be suspended and the child will only be allowed to attend nursery if full payment is made in advance of booking, ensuring no additional debt is accrued.
- If the account is not settled before the end of the calendar month the account will be passed to our Debt Collection Agency and is therefore out of the hands of the setting. All payments plus any additional charges incurred by the debt collection agency will have to be paid to them.

Any child leaving the setting with outstanding fees

- Parents will be given a last opportunity to settle the account and the parent/carer will be informed of the date that the account will be passed on to the Debt Collection Agency.
- If the account is not settled it is out of the hands of the setting, and all payments plus additional charges by the Debt Collection Agency will have to be paid to them.

Footsteps Nursery uses Final Demand Ltd. as their Debt Collection Agency.

On any account which is not paid in accordance with our payment terms the account will attract:

1. Interest at the rate of 8% over the base rate of the bank of England from the date payment fell due to the date of payment, pursuant to the Late Payment of Commercial Debts (Interest) Act 1998, as amended.
2. Compensation for each invoice late paid pursuant to the Late Payment of Commercial Debts Regulations 2002, as amended.
3. Debt recovery costs for our debt recovery company Final Demand Ltd, pursuant to the Late Payment of Commercial Debts Regulations 2013.

Name of child _____

Parent or Persons responsible for paying account

Signature _____

Parent or Persons

Name _____

Address _____
