

Fees Agreement Terms and Conditions

Fees are to be paid on the 1st of each month or as agreed with the manager. You will receive an invoice the week prior to payment being due which will inform you of the payment amount and the date we need to receive the payment by. Fees should be paid monthly in advance.

Fees can be paid via Cheque, Cash, Card, Direct Debit or Standing Order. For payment by cheque the manager will need to have sight of your cheque guarantee card and will record the information on the back of the cheque.

For Standing Orders or Direct Debits our account information can be found on the bottom left of the Invoices. Alternatively, you can get bank details from the manager and please take into account that monthly amounts may change due to some months having 5 weeks.

Failure to pay by the set date will result in a reminder to pay being issued within 7 days. Should this be ignored your childcare place will be terminated when fees are in arrears by 1 month. The Nursery reserves the right to remove your child/ren's place.

Artemis Nursery will pursue outstanding fees through small claims court/debt collection agencies. In addition, late fees will incur a 10% late payment charge.

If you have difficulty paying your fees please make an appointment to talk to the nursery manager as soon as you realise there is a problem. We may be able to advise you of any help or benefit you may be entitled to and it provides an opportunity to discuss an agreed payment plan.

Fees are paid whether the child attends or not [sickness and holidays] and there are no reductions for bank holidays as these have already been taken into consideration when calculating the rate of fees. Therefore, bank holidays are chargeable at the relevant daily rate, even though the nursery is closed.

Artemis Nursery requires, in writing, one month's notification of termination of a child's place. One month's fee will be payable in lieu of notice.