



Payment Policy

(Effective from 01 April 2024)



	Day Nursery Under 2's	Day Nursery Over 2's	
Full Week	£270.00	£261.00	
Full Day	£59.95	£58.00	
Morning	£35.50	£35.50	
Afternoon	£35.50	£35.50	
Other Charges	Pre-booked hour or un-supervised settling in sessions	£9.00	
	Meal	£3.25	
	Extra session surcharge (in addition to the rates above)	Full Day	£3.00
		Morning / Afternoon	£2.00
Funded hours	See additional Funding & Accounts Information		
Late collection of child / late payment fees	£30.00		

These prices include all meals and snacks, drinks, wipes, and sun cream, as appropriate (***please note that fees are chargeable whether or not your child is in attendance***). Extra charges will be made for any outings, if required. Regrettably, charges will be made in the cases where children are collected after the end of their session and when payments are received late.

Opening Times

We are open Monday to Friday:

	Session times	3 & 4yr funded sessions	2yr funded sessions
Full Day	7.30am to 5.45pm	9.00am to 3.00pm	9.00am to 3.00pm
Morning	7.30am to 12.30pm	9.00am to 12.00pm	9.00am to 12.00pm
Afternoon	12.30pm to 5.45pm	1.00pm to 4.00pm	1.00pm to 4.00pm

Les Enfants is open:

- On May Day Bank Holiday Monday, May Spring Bank Holiday Monday, August Bank Holiday Monday and in between Christmas & New Year. On these days care will be provided from 8.00am to 5.00pm

Les Enfants will close:

- On New Years' Day, Good Friday, Easter Monday, Christmas Day and Boxing Day – Not chargeable.
- On any additional bank holidays announced by the Government - chargeable
- Staff Training Days (dates to be confirmed) – chargeable



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Payment Terms

Les Enfants Nursery (regular attendees)	Payment is required in advance for each month and will be invoiced at the beginning of each month, via the Famly app. For average monthly payments, this is calculated over 52 weeks and split into 12 equal amounts and is required in advance on the 1 st of each month.
Registration Fees	A non-refundable payment of £75.00 is required to secure your place at Les Enfants. This payment is then deducted from the first months' invoice.
Cancellations	4 weeks' written notice is required for nursery fees. Alternatively, 4 weeks' fees in lieu. 48 hours' notice of cancellation is required for extra sessions booked otherwise full payment will be required. Please note that we are unable to 'swap' sessions and fees are charged for all pre-booked sessions whether or not your child is in attendance.
Changes in Care	Should you wish to reduce or cancel your child's regular sessions we will require 4 weeks' written notice. Any increase in sessions can be made immediately - subject to availability.
Additional Charges	Payable in arrears e.g. extra sessions.
Late Payments	Defined as over 14 days after the date of invoice. Unless otherwise agreed. Late payments <u>will</u> incur a £30.00 late payment fee Please note: <ul style="list-style-type: none">▪ Failure to pay fees on time may affect the availability of your childcare place▪ Any outstanding debts will be pursued through the Small Claims Court
Payment Methods	Standing order, Tax Free Childcare, Cash, Childcare Voucher via Employer or BACS Payment – our bank details are as follows: Bank: HSBC Sort Code: 40-23-05 Account No: 22178958