



Tel. 07876 260780

Session times only

info@mvns.co.uk

www.mvns.co.uk

Milland Memorial Hall
Iping Road
MILLAND
Nr. Liphook
West Sussex
GU30 7NA

12. Fees Policy

12.1 Fees

Our current fees are £7.80 per hour.

We may review these fees at any time and shall inform you at least one month prior to changes being put into place.

We ask for a deposit of £50 prior to your child starting with us. This helps cover administration costs in preparation for your child's attendance and will hold your child's space. This is refundable deposit and will be deducted or refunded with the first terms invoice or when we receive our first payment from West Sussex.

All fees become payable at the start of each half term. An invoice for your child will be submitted to you 2 weeks before the start of each half term, detailing number of sessions you have requested.

We accept payment by bank transfer, voucher schemes/tax free childcare.

12.2 Late Payments Policy

We do understand that there may be times when payment cannot be made in time. In this instance we encourage parents/carers to make contact with us as soon as possible to discuss a payment plan.

12.3 Late Payment Procedure

- When payment has not been received we will make contact via email, detailing a late payment notification, with a copy of the outstanding invoice, asking for immediate payment. If payment is received, no further action will be needed.
- 2. If the fees are still unpaid after 7 days, a formal reminder will be issued with a late payment fee of £10. If payment is received, no further action will be taken.
- 3. A final formal reminder will be sent out 14 days after the payment due date and at this time Milland Valley Nursery School may suspend any provision of childcare until the total fees are paid. Parents/carers will be notified by a formal letter, handed to them at the setting. If payment is received, no further action will be taken.



Tel. 07876 260780

Session times only

info@mvns.co.uk

www.mvns.co.uk

Milland Memorial Hall
Iping Road
MILLAND
Nr. Liphook
West Sussex
GU30 7NA

12.3 Amendments and Cancellations

Cancellation: If you decide to remove your child from the nursery, a full half term's notice is required.

All sessions booked and confirmed will be invoiced and charged to you.

Should you wish to amend your sessions we will do our best to accommodate your changes, but this may not always be possible. Should you decide to cancel a session/s, a full half terms notice is required. Failure to give the correct notice will result in all cancelled sessions being invoiced and charged to you. Any queries regarding the above, please speak to the manager.

We accept payment by cash or bank transfer

Any queries regarding the above please speak to Jo

12.3 Additional Sessions

If requested additional sessions an interim invoice will be sent out. We ask that these payments are made within 2 weeks.

12.3 Absences

No refunds will be given for any missed sessions due to illness/holidays/appointments.