**Payment Policy**

It is a requirement of Pegasus Childcare Centre that families book sessions for Breakfast Club and Nursery on a termly basis in advance in order to ensure their child’s place is retained.

Ad hoc bookings are available but families must understand that spaces may not be available.

Monthly payment and Billing

Pegasus Childcare Centre bill will be done by a monthly method for both permanent Breakfast Club and Nursery places. The monthly payment will be calculated at the start of term and we will ask that this payment is transferred by four standing order payments in advance at the start of the month.

We ask that all standing order payments are made between the 1st and 7th day of the month.

You will receive a breakdown of your term bill.

Any extra sessions or Ad hoc bookings will get charged for that session(s) and families will receive a bill for the session(s). Families will then have a week to pay this.

We ask if payment is done via bank transfer where possible.

Bank details are -

**CAF Bank**

**Account number: 00027082**

**Sort code: 40-52-40**

**Reference: child’s name**

Child care vouchers

Please set up payment for the monthly amount stated on your bill.

Early drop off and/or Late pick ups

Children should not get dropped off earlier then they are booked in for and families will get charged for early drop off especially if they are not pre arranged. For example if a child is booked in for 9:00am and comes to nursery at 8:45am they will be charged for this.

It is the same for late pick ups, families will be charged if they do not pick their child/ren up from nursery on time. For example if a child is booked in until 3pm and families don’t collect the child until 3.15pm they will be charged.

Funding

Your child may be entitled to 2 year funding or 3 / 4 year funding and you may use these hours. If you need/want to go over your funded hours that is not a problem, please arrange with management and any sessions over the funded hours will be charged and billed as in the previous sections.

Absences / closures

Please note that fees are still payable in cases of absence due to illness or holidays taken during term time. Fees are also payable in periods of unforeseen closure. E.g. bad weather

If Pegasus Childcare Centre is open and you are unable to take to the nursery due to bad weather / illness etc then you will still be charged.

If your child/ren is absent from extra booking/Ad Hoc sessions you have booked they will still be charged notice wasn’t given 48 hours prior. For example, not turning up for the book sessions families will be fully charged and expect to pay within 7 working days.

Holiday Club

Sessions will be billed at the end of the holiday club session period and payment will be expected within 7 working days.

If families wish to cancel their booking they must do this before 48 hours of their booking.

Cancellations made with less than 48 hours notice will still be charged for the full amount that they have booked. This is due to Pegasus Childcare Centre having a waiting list for holiday clubs.

If your child/ren is absent from the sessions you have booked they will still be charged notice wasn’t given 48 hours prior. For example, not turning up for the booked holiday club sessions families will be fully charged and expect to pay within 7 working days.

Non-payment/Late Payments

Non-payment of fees will result in legal proceedings which include interest and any legal fees incurred by Pegasus Childcare Centre. If you are having difficulties with payments please speak to a member of staff so we can assist you and set up a payment plan.

In result of no payment the child’s place may be removed.

**Read Late Payment Policy**

Changes to permanent bookings

Permanent changes to booked permanent sessions are normally required 1 month’s notice. However  we try our best to be flexible as much as we can and if we are able to change your sessions that you need we will as long as this does not affect staffing, ratios and if there is any availability for you child. This will be arranged by management and families.

***This Policy and Procedure has been adopted by Pegasus Childcare Centre***

**Signatures on behalf if the setting by:**

………………………………………. **Chairperson**

…………Paige Shackleton……………………. **Manager**

…………Emma Thornalley……………………. **Deputy Manager**

**Date of Implementation** - September 2018  **Date  Reviewed**- September 2018

**Date Reviewed, updated and changed**  -September 21

**Date Reviewed** - ……………………………                 **Date Reviewed** - …………………