

Mohair Centre Ltd

## Payment Policy

### Mohair Centre Payment Policy

#### Our Account Details

Account Name: Mohair Centre Ltd

Sort code: 30-99-50

Account Number: Mohair Centre Ltd

Invoices are sent termly (Autumn, Spring and Summer). Any funded hours are added onto the invoice. Payments are divided into equal monthly amounts for the term, this enables parents to set up a standing order for payments to reach our account on the **1<sup>st</sup> of the month**.

We charge a late fee amount, £10 per week, please speak to us if your fees are going to be late.

Our preferred means of payment is via bank transfer (standing order) / childcare vouchers and the Gov Tax Free Child Care scheme

Please ensure that Bank Transfers are correctly / clearly referenced with your child's surname and that we have the reference code given to you from the Gov Tax Free Child Care scheme.

**Non-attendance** All fees are still payable regardless of attendance, non-attendance for whatever reason.

**Bank holidays and closure at Christmas** are not charged for.

**EXTRA HOURS, OUTSIDE OF REGULAR BOOKED SESSIONS, BY ARRANGEMENT WILL BE INVOICED SEPARATELY ON A WEEKLY BASIS AND NOT INCLUDED IN THE MAIN INVOICE.**

**Change in days / Hours** Liz is always happy to change hours / days where possible.

We reserve the right to charge 10% for arrears and will take legal action to recover any debts owing. Should you find yourself struggling PLEASE, PLEASE discuss this before it becomes a problem. We will not take debts through to the next full term, unless by agreement. If the debt is not cleared by the end of the term or you have not discussed and agreed a payment plan, we will have to offer your child's place to another on the Waiting List.

#### **Annual Review of Fees**

The hourly rate will be charged at the level shown on the current price list, in the Parent Handbook. Fees are subject to an annual review in September, but may be revised at other times with reasonable notice.

### Help with Childcare Costs

You may be able to get help with childcare costs. Visit [www.beststartinlife.gov.uk](http://www.beststartinlife.gov.uk) for information about tax free childcare and government Early Years funding.

### Early Years Funding

From September 2025 all children who are eligible for funding will be able to claim **up to** 30 hours. Please see our fee structure for the breakdown on how we offer our funded hours. We only offer our funded hours during term time. Our funded sessions are only part funded and we charge for our cooked lunches supplied by Zebedee's and all food supplied by nursery.

## Mohair Centre Ltd

In accordance with the governments funding offer the funding is for 38 weeks of the year. Most academic (term time only) years are 40/41 weeks depending on how the weeks fall, so parents are charged full fees for sessions outside the funding period.

## Terms and Conditions

To enable the Mohair Centre Nursery, to provide and maintain a high standard of care, it is necessary for all parents to be aware of, and to agree to the following terms and conditions. By not following the terms and conditions set out below the nursery reserves the right to terminate a child's place:

### Age

The Mohair Centre Nursery is open to children aged between 1 and 4 years.

## HOURS OF OPENING

Monday – Friday 8.00 am – 6.00 pm.

51 weeks of the year and we do not open on Bank Holidays.

The nursery is CLOSED From Christmas Eve until 1<sup>st</sup> January.

We offer a breakfast club for children aged 2-4 years between 7.30am and 8.00am

## REGISTRATION AND BOOKING A PLACE

A registration fee of £60 shall be paid by the parent/guardian to the nursery upon submission of the completed registration form and is non-refundable.

### Please pay deposits to:

**Mohair Centre Ltd**  
**Lloyds Bank**  
**Account No: 64147063**  
**Sort code: 30-99-50**

The nursery will confirm in writing offering a place for the sessions requested by the parent/guardian or contact the parent/guardian with an offer of alternative sessions. Once agreement has been reached, written confirmation will be provided by the nursery. Submission of a registration form and upon payment of the deposit deems the parent/guardian to agree to be bound by these terms and conditions.

If there is a waiting list places will be offered in date order on receipt of a completed registration form again the parent will be notified once the place is available.

Siblings of children who already attend the nursery, afterschool club or holiday club will have priority.

If after a place has been booked and confirmed by the manager, but is no longer required, then the parent/guardian must inform the manager in writing.

If a place needs to be postponed it is at the nursery managers discretion as the nursery is unable to hold places on a long-term basis.

## CANCELLATION/TERMINATION OR CHANGE OF SESSIONS

To cancel a Nursery place, **4 weeks' notice** must be given in writing. The nursery will generate a closing invoice and during the notice period the nursery will continue to admit the child and the parent/guardian must pay all fees due. The Nursery reserves the right to give notice for persistent failure to pay fees on the 1<sup>st</sup> of the month.

### LATE COLLECTIONS for all sessions (8-1pm, 8-3pm, 1-6pm and 8-6pm)

Any late collections may incur a charge for every 15 minutes. Please contact the Nursery Manager if you know you are going to be late due to circumstances beyond your control. If we have not been contacted

## Mohair Centre Ltd

after 30 minutes after the nursery closes this is considered to be a Safeguarding issue and we are legally obliged to contact Children's Services and inform Ofsted.

Mohair Centre Telephone Number **(01825) 872457**