

Payment of Fees Policy

Reviewed March 2021

Nursery Fees are invoiced monthly in advance and are emailed out to parents on the first day of each month. When the first falls on a weekend or bank holiday they will be sent out on the next working day. Free Rangers also requests that a month’s fees are paid in advance of joining the nursery and are payable the term before your child’s start date, this will be taken off the balance of your first month’s invoice.

(This can be difficult when the first of the month is close to the start of a term date for those children who are entitled to the Early Years Funding. Until paperwork is completed by parents confirming the number of EYE hours that your child is taking at Free Rangers it can be difficult to finalise an invoice. Nonetheless when these circumstances occur we will endeavour to send out invoices as soon as possible.)

* The date at which fees should be paid will be stated on your invoice. Any late payments will result in a charge of £5 per overdue day
* Any communications regarding nursery fees can be directed to Laura Hicks at [accounts@freerangers.org.uk](mailto:accounts@freerangers.org.uk)
* Failure to pay Nursery fees may result in the withdrawal of childcare without notice.
* Fees can be paid by cash, BACS, standing order and vouchers.
* If paying by a voucher scheme or via your child’s tax-free child account, it is the parent’s responsibility to ensure that the payments are made into the Free Rangers bank account on time.
* When paying by BACS please put the child’s name as a reference.
* It will also be useful to read this in conjunction with our terms and conditions and our discount policy.

Signed: position: