



## **Notice and Payment**

Upon leaving the nursery a full half terms written notice is needed to cancel this contract and to pay for all sessions during the notice period.  
If you leave before the notice period ends you will still be liable for the fees during this period.

A full half terms written notice to the manager is also required to decrease sessions.

All fees should be paid in full in advance at the beginning of each month your child is attending by cash, cheque or standing order.

If fees are in arrears by 14 days the nursery has the right to suspend the place until such arrears have been paid in full. If after 28 days payment has not been received then the registration will be cancelled which will include the Full half terms notice period.

Debt collection proceedings will be commenced to recover all monies owing, this may include the use of an external debt collection agency.

Once your child has been registered with us you will be invoiced for the sessions you have booked for your child until we receive your written notice, as these are classed as permanent bookings.

All missed sessions including child illnesses are payable in full.

Please note: The nursery reserves the right to immediately terminate this contract if you, your child or any other family member behave unacceptably towards any member of staff, or other parent of any child.