

15/12/2014

NOTICE **PLEASE READ**

Effective from 1st Jan 2015

Many thanks for everyone getting their payments and payment forms in on time (before or on the 10th)

There are still a few parents/guardians that are paying late, back in July we sent letters out changing our payment terms and dates, we extended the time to allow parents more time to pay from the 7th to the 10th.

It is with deep regret that i have to take the following action. As from 1st Jan 2015 all late payers will automatically revert to paying in advance before the new month starts, all parents/guardians that pay on time will still benefit from having the 10 days credit.

There still seems to be some confusion on payments times, terms and dates.....

As a nursery we effectively give parents/guardians 10 days worth of credit, no nursery in the area offers this service for example:-

Little Munchkins: - payment by the 5th of the month
Alphabet Corner: - payment in advance by the 1st of the month
First Steps Roko: - payment in advance by the 1st of the month
Busy Bees: - payment in advance by the 1st of the month
Asquith Day Nursery: - payment in advance by the 1st of the month
Apple Tree Day Nursery: - payment by the 10th of the month.

As we are giving 10 days worth of credit we are putting ourselves at risk therefore we insist that all payments are paid by this date without fail, anything past 10 days we put ourselves as a business at risk even more. Just to point out 10 days of credit is a benefit to you the parents/guardians and a risk to us.

Parents/guardians personal circumstances / financial statuses ie, wages/paydays voucher payment dates, tax credit payment dates are of no concern to us when paying your invoices these are totally separate from our nursery and should not be quoted if and when paying late.

Please note All payments (cash, child vouchers or transfers) MUST be in our account and CLEARED by the 10th of each month if the 10th falls on a weekend day all payments must be in by end of the day on the Monday to stop the late payment fee of £38 being applied to your next invoice, please note vouchers can take up to 5 working days to clear our account so please transfer in plenty of time.

Please, if any parent/guardian thinks they will not make the 10th of the month deadline please let us know by emailing us, messages given at the front door to staff about late payments will not be accepted, it must be put to us on an email and we will respond ASAP but please note due to the amount of credit we already give ALL payments received after the 10th or the Monday after the weekend will automatically flag up on our system and get charged the late fee of £38 and added on your next invoice.

Children will no longer be accepted into the nursery if payments have not been made on time and are still outstanding.

Any parents/guardians that wish to discuss any of the above feel free to email us and we will get back to you asap.

Many Thanks

Sharon Bagley

Director