

# Payment Policy

(effective from 01 April 2024)

	Day Nursery	Before & After School Club	Holiday Club
Full Week	£330.13		£182.88
Full Day	£69.50		£38.50
Morning	£46.00	£11.00	£28.00
Afternoon	£43.00	£14.00	£25.50
Other Charges	Pre-booked hour or un-supervised settling in sessions		£11.00
	Meal		£3.75
Late collection of child	£30	£30	£30
Funded childcare	See additional Funding & Accounts Information		
<b>Transport</b>			
Band A	£2.60 per journey	Burnley Road, Calder Primary, Scout Road	
Band B	£3.60 per journey	Midgley	

These prices include food, formula milk until a child is 12 months old, drinks, our chosen brand of nappies, wipes, nappy cream and sun cream, as appropriate (***please note that fees are chargeable whether or not your child is in attendance***). Extra charges will be made for any outings, if required.

## Opening Times

We are open Monday to Friday:

	<u>Session times</u>	<u>Funded sessions (Universal &amp; Extended)</u>
Full Day	7.15am – 6.15pm	9.00am – 3.00pm
Morning	7.15am – 1.00pm	9.00am – 12.00pm
Afternoon	1.00pm – 6.15pm	1.00pm – 4.00pm

The Ark and SPACE will close:

- on all Bank Holidays - chargeable
- for two training days per year (dates to be confirmed) - chargeable
- for the period between Christmas and New Year. The Ark and SPACE close at 1pm on Christmas Eve, should this be a normal working day.

**All these sessions are payable** except for those between Christmas and New Year.

**Registration Fees** - A non-refundable, one-off registration fee of £75 per family is payable in order to reserve a place at The Ark and £35 per family for SPACE at the Ark.

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## Payment Terms

<b>Ark Day Nursery (regular attendees)</b>	Payment is required <b>in advance</b> by standing order and / or tax free childcare payment on the first of each month. The total is calculated over 51 weeks and split into twelve equal amounts. Please note that <b>all closure days are chargeable</b> excluding the period between Christmas and New Year.
<b>SPACE Before / After School</b>	Payment is required in advance for each month. This will be invoiced on the first of each month.
<b>SPACE Holiday Club</b>	Care will be invoiced in arrears.
<b>Cancellations of child's place</b>	4 weeks written notice is required to cease care. Alternatively, 4 weeks fees in lieu. This includes: <ul style="list-style-type: none"><li>▪ Ark Day Nursery</li><li>▪ SPACE Before / After School</li><li>▪ Transport</li></ul> 48 hours' notice of cancellation is required, otherwise full payment will be required for: <ul style="list-style-type: none"><li>▪ Extra sessions</li><li>▪ Holiday Club</li></ul>
<b>Changes in Care</b>	Should you wish to reduce your child's sessions, we will require 4 weeks' written notice. Any increase in sessions can be made immediately subject to availability.
<b>Swapping sessions</b>	<b>Please note</b> that we are unable to 'swap' sessions and fees are charged for all pre-booked sessions whether or not your child is in attendance.
<b>Additional Charges</b>	Payable in arrears e.g. extra sessions
<b>Late Payments</b>	Defined as over 14 days after the date of invoice. Late payments <b>will</b> incur a £30 late payment fee and a subsequent interest charge 2% per month above the Bank of England Base Rate. Please note: <ul style="list-style-type: none"><li>▪ Failure to pay fees on time may affect the availability of your childcare place</li><li>▪ Any outstanding debts will be pursued through the Small Claims Court</li></ul>
<b>Payment Methods</b>	Standing order, Tax Free Childcare, Cash, Debit Card, Credit Card, Childcare Voucher or BACS Payment. Our bank details are as follows: <b>Bank:</b> Nat West <b>Sort Code:</b> 51-61-35 <b>Account No:</b> 79783627