

Payment Policy

PRINCIPLES

In order for us, as a company and Outstanding provider, it is an expectation that all fees are paid in full and on time directly into the business bank account.

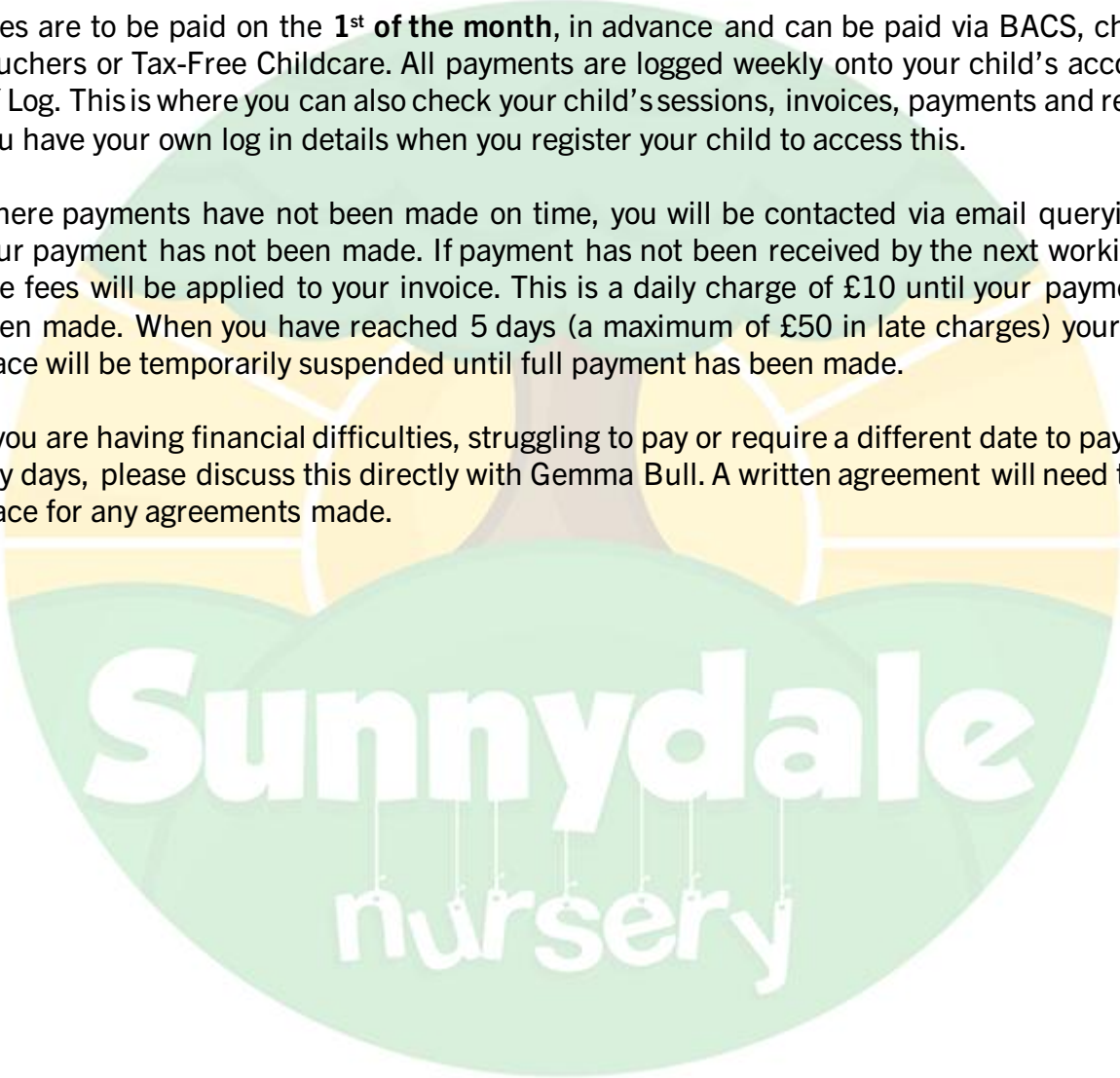
PROCEDURE

Invoices are sent out around the 15th day of each month. It is the bill payer's responsibility to check this and contact our admin Megan at amsunnydalenursery@outlook.com or Gemma at sunnydalenursery@hotmail.com if there are any issues or errors.

Fees are to be paid on the **1st of the month**, in advance and can be paid via BACS, childcare vouchers or Tax-Free Childcare. All payments are logged weekly onto your child's account on EY Log. This is where you can also check your child's sessions, invoices, payments and receipts. You have your own log in details when you register your child to access this.

Where payments have not been made on time, you will be contacted via email querying why your payment has not been made. If payment has not been received by the next working day, late fees will be applied to your invoice. This is a daily charge of £10 until your payment has been made. When you have reached 5 days (a maximum of £50 in late charges) your child's place will be temporarily suspended until full payment has been made.

If you are having financial difficulties, struggling to pay or require a different date to pay due to pay days, please discuss this directly with Gemma Bull. A written agreement will need to be in place for any agreements made.



Sunnydale
nursery