## **Policy for Payment of Fees**

All invoices will be sent via email, so please make sure you keep us up to date with any changes to your email address.

Parents will receive an invoice for the whole term - but it will still be broken down into monthly payments for those of you who prefer to pay in this way. Holiday clubs will continue to be invoiced separately.

Please note that all fees must be paid promptly at the beginning of each term/month and always no later than the  $10^{th}$  day of the month. Holiday Club fees must be paid before the club finishes. Any late payments will incur a charge of £30 for each reminder after the first one.

Any parent who is going to find paying the bill difficult please contact us immediately on <u>info@manorfarmnursery.com</u> All personal circumstances will be kept completely confidential.