**Barkston Ash Nursery School**

Invoice/Payment Agreement

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| BARKSTON ASH NURSERY SCHOOL  AGREES TO: | PARENTS/CARERS  AGREES TO: |
| Provide you with a monthly invoice that shows your childcare fees due for that month Including any arrears; You pay monthly in arrears.  Invoices will be sent out during the first week of each month; payment is due by the 28th of each month.  Late payments will incur a late payment charge of £40 which will be added to the following months invoice.  After two late payments you may be asked to remove your child until the late payment(s) have been paid in full.  Extra sessions will be invoiced separately, and you will be required to pay this immediately before you take up the extra session(s).  Nursery reserves the right to take appropriate legal action to recover any unpaid fees.  Provide one half term notices of any fee increase or changes to the ways that fees are calculated.  Ensure that Nursery opens promptly, ready to welcome your child at the agreed times.  All funded children will be invoiced for any additional weeks above the normal 38 weeks that are funded. | Pay all invoices promptly by the 28th of each month, payments can be made by…   * BACS/Standing Order * Childcare Vouchers   (No cash or cheques)  **If using childcare vouchers for part or all payment, please specify provider and amount below:**  **Provider:**  **Reference:**  **Amount:**  You agree to pay the late payment fee of £40 for each late payment.  You agree to pay for extra sessions within 5 working days from receipt of the invoice.  Nursery will charge a late collection fee of £20 per hour/part hour if you are late to collect your child at the end of your session without prior agreement.  All funded children ( 3-4 year olds) and eligible 2yr old children must complete the parent declaration form, this is compulsory and may affect your funding if not completed. |

**MONTHLY INVOICES MUST BE PAID BY THE 28th OF EACH MONTH**

By signing this invoice contract, you are entering into a legal obligation to pay all necessary fees and abide by our terms as specified above.

PARENT/CARER NAME ………………….….. SIGNATURE……………………………

DATE …………………………….