



Late Payment of Childcare Fees Policy

Rationale

I love caring for children and being able to support their development, however I would appreciate you to be prompt with your payments for my service, by either weekly or monthly payments as agreed in your contract.

I work as a registered childminder as my chosen career and would therefore expect to receive payment for my service by the agreed due dates to ensure I can meet my own living expenses.

Invoices are to be paid **no later than the 1st of each month**, unless otherwise stated in your contract.

Procedure

When payment is not received, the following procedure shall be followed:

1. If I have not received your childcare payment on the agreed date as stated on your invoice by 6:00pm, there will be a £5.00 late charge per day added to your invoice (this includes weekends). A gentle reminder of the invoice will be sent, stating it needs to be paid by the 4th of the month.
2. On the 5th of the month, I will charge a one-off £10 administration fee along with the daily late fee.
3. If no payment has been received by the 7th of the month, you will be charged an additional £30 administration fee along with the £5 a day late payment fee. At this stage, your child will not be accepted into our setting until payment has been received.
4. If no payment has been received by the 14th of the month, I reserve the right to terminate the service of childcare with immediate effect. I shall also seek legal advice from PACEY and start court proceedings; this may result in you being summoned to attend a hearing at County Court to recover all debts owed as well as court costs and other costs incurred by myself.

Parents/Carers should ensure that if paying via childcare vouchers, these are activated in advance to ensure the payment is made on-time. This will ensure no late or administration fees are charged.

If you experience a change in personal circumstances and start to struggle to make payments, please let me know so we can discuss if alternative arrangements can be made. It may be that you become entitled to additional funding through the Childcare element of the Working Tax Credit and other benefits.

This policy should be read in conjunction with our Admissions & Fees Policy

Date policy was written	June 2019
Policy review date	June 2020
Action/Amendments to be taken following review	