

St John's Childcare

Payment of fees policy

It is our policy to ensure that all childcare fees are paid regularly.

Aim

We aim for our setting to be realistic and flexible with our fees and payment policy however it is necessary to have set guidelines so we are all clear of our expectations.

Method

In order to achieve this we shall:

- Fully inform parents, carers or fee payers, at induction, of fees and when they should be paid.
- Issue invoices to parents, carers or fee payers at the beginning of the half-term when fees are due with details of sessions booked and rate charged.
- Issue invoices for casual sessions as they are taken.
- Arrange monthly or weekly payment plans by childcare vouchers or standing order to establish regular fee payment.

Payments

Unless there is a monthly payment plan in place:

- Half termly invoices should be paid by the due date on the invoice.
- Casual sessions booked should be paid within 7 days from receipt of the invoice(s).

Late payments

If payment is not paid by the due date or there is no monthly or weekly payment plan in place and the balance outstanding is over £20.00, the following will happen:

- Childcare management will telephone parents to make arrangements for payment. If contact could not be made by telephone, a letter will be sent home.
- For Half termly invoices; an administration fee of £10 will be added to your invoice if fees are still outstanding at the end of the half term that the invoice issued.
- For Casual invoices; an administration fee of £10 will be added if fees are still outstanding at the end of the half term that the casual session was taken.
- Should no attempt be made to clear any outstanding fees, we reserve the right to withdraw the child's place until a payment is made or a payment plan agreed.

If you have any questions or have a problem with paying your fees, please contact Childcare management as soon as possible.

This policy was approved by the Parochial Church Council on 9/12/2014 and will take effect on 1st January 2015.

Signed



Vice Chairman

