

## **22. Fees, Payment and Late Payment Policy**

### **Fees and Payment**

Fees for the provision of before and after school care will be invoiced one month in advance. Invoices will be issued on the 15th of the month with payment due by the end of the month. The Club is a non-profit making organisation and aims to set fees that will compare favourably with other local childcare provision.

### **Ad-Hoc sessions**

Once an ad-hoc session is booked these will be invoiced and payment will be due with the next monthly invoice. Fees are payable if the session is then cancelled.

The Committee will review the fees annually. Any increase made will reflect rises in staff wages and the costs of running the Club and will be guided by the Treasurer's reports.

Discounts will be offered on second and subsequent children within a household.

Invoices can be paid by cheque, bank transfer, Government Tax Free Childcare Scheme or childcare vouchers. If paying by any childcare voucher scheme, please provide details of

- Childcare voucher provider name
- Date and amount of payment made
- Child's name as a reference point

Providing these details will enable the club to allocate payments promptly. Please ask for further details. The Club will advertise the Government's Tax-free Childcare scheme and provide contact numbers for parents.

### **Late Payments**

Invoices will be issued on the 15<sup>th</sup> of each month and payment due by the end of the month, if no payment is received by the end of the month the following steps will be taken.

1. The parent/carer will be sent a 1<sup>st</sup> reminder letter.
2. If payment is still outstanding after seven days, then a final reminder letter will be issued, and a £15 late fee will be applied.
3. If payment is not received or arrangements made, then a 3<sup>rd</sup> letter will be sent, and their child's place will be withdrawn until all monies due are paid.

Childcare places can be re-offered after all outstanding money has been repaid under the following circumstances.

- Places are available.
- Fees are paid in full, in advance.

If invoices are left outstanding, we will seek to recover the full cost through the small claims court or a debt recovery agency. This may incur further costs.

### **Holiday Club Fees**

A deposit of **£10 per child per day** is payable on booking to guarantee a place, this is non-refundable. The balance of any Holiday Club fees are due immediately on the first day of attendance unless other arrangements have been agreed with the Club.

This policy was adopted by Scissett Kids Club on	November 2014 Reviewed Nov 2015      Reviewed Jan 2020 Reviewed Nov 2016 Reviewed Nov 2017 Reviewed Jan 2018 Reviewed Jan 2019
Next review due Jan 2021	Signed

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*