



Procedure for fee collection:

Aim

- To collect fees from parents which fall outside the Early Years Entitlement (EYE) allocation. This includes, but is not limited to, session fees (including those cancelled with insufficient notice), snack fees, late payment fees.
- To facilitate a fair system of administration of fees
- To ensure that procedures to collect outstanding fees are clear and consistent to all parties

Payment terms

- Fees for childcare places are due for all children who are not eligible for EYE, or who purchase additional services. Where a reduced fee applies for pre-school children, this will commence from the term following the child's third birthday
- Pre-school session and snack fees will be invoiced within the first two weeks of each half term and will cover that half term
- Hardys Den fees will be invoiced on the first working day of each month and will cover the previous month
- The due date on your invoice is the final date payment should be received at our office. Weekly or interim payments may be accepted by arrangement however these must be made on a regular basis and should commence before invoices are issued
- All payments should be made directly by bank transfer unless payment by cash is agreed with us

Outstanding payments

- Under the late payments legislation, we are entitled to implement a late payment fee per overdue invoice
- If payment is not made by the deadline, a text/Family message reminder will be given asking for full payment plus a £10 late payment fee, to be made within 7 days
- If payment is still not received following the deadline for the text/Family message reminder, a final demand will be issued by formal letter
- Late payment fees are charged at a rate of £10 once overdue and each week after where payment remains outstanding

Sanctions

If a final demand letter is issued this will proceed to sanctions being enforced to include but not limited to:-

- Suspension of childcare places until full payment is received
- Legal proceedings may take place where consistent attempts to claim fees have failed. Debt recovery will result in the parents receiving a County Court Judgement against them.

Future actions

- Due to the healthy waiting lists for all provisions, outstanding payments will be taken into consideration for continuation of places and for future places for any family member
- A child may not return or be admitted to any setting if there are records of outstanding payments or the place may be suspended until such time as the full payment has been collected
- Previous debts will result in a requirement to pay for childcare places in advance, by arrangement with the Finance Assistant or General Manager

Payment Options

BANK TRANSFERS - please use the account details below: **HSBC**

Account name: **Cleethorpes Childcare** Sort Code: **40-11-18** Account number: **35558344**

Payment Reference: **"Invoice Number"**