

# Charges and Payment Policy

At Rushden Kids Club Ltd. we are committed to providing our children with the highest standards of care. In order for us to run the setting smoothly fees should be paid on time.

The following terms and conditions will apply.

- Charges are due even if the child is absent due to sickness and family holidays.
- Extra hours (or parts of an hour) will be charged at an hourly rate and must be booked and paid for in advance.
- The charges must be paid monthly in advance, by the 1<sup>st</sup> day of the month.
- All payments must normally be made by bank transfer, standing order or childcare vouchers. No payment shall be deemed to have been made until it is cleared into our bank account.
- A review of our fees will take place once per year. We will give parents written notice of any increase one month before the proposed date of increase.
- A late collection charge of £10 will be applied for every 15 minutes past booked session completion time per child
- Any changes to regular booked sessions will normally require one month's notice.
- If payment is not received within 7 days of the due date we will add a late payment charge of 15%.
- If payment is still not received within 14 days of the due date we may suspend all services until payment has been made in full, which will include the suspension of the place, or even terminate the contract permanently.
- If all attempts to collect payment fail we will refer to external debt collection services.
- All before and after school cancellations will be charged at the normal rate.
- Holiday club bookings will require 7 days' notice of cancellation to avoid being charged.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>4<sup>th</sup> June 2018</i>	<i>Kulvinder Chakira</i>	<i>4<sup>th</sup> June 2019</i>