

Charges and payment

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.

- Bank holidays and absences must be paid for in full
- 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
- Extra hours (or parts of an hour charged at hourly increments) will be charged for and must be booked and paid for in advance.
- Ad hoc bookings and extra sessions must be paid for at the time of the booking
- The charges must be paid monthly in advance, by the 31st day of the month prior.
- Bookings for holiday club must be paid for in advance.
- 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
- Any changes to regular booked sessions will require one month's notice.
- If payment is not received by the due date, we will make an interest charge of £5.50 per day.
- 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 child, or even terminate the contract permanently.
- If all attempts to collect payment fail we will refer to external debt collection services.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>21st March 2019</i>	<i>Kulvinder Chakira</i>	<i>March 2020</i>