

## 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.

- A non-refundable registration fee of £30 will apply to all fee paying parents.
- Bank holidays and absences must be paid for in full
- All before and after school cancellations will be charged at the normal rate
- A retainer fee applies for ad hoc after school bookings
- Holiday club and ad hoc 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 31<sup>st</sup> 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.
- Requests for refund of childcare fees may incur an administration charge
- 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.

<b>This policy was adopted on</b>	<b>Signed on behalf of the nursery</b>	<b>Date for review</b>
<i>19<sup>th</sup> June 2019</i>	<i>Kulvinder Chakira</i>	<i>June 2020</i>