Late Payment of Fees Policy

We work as self-employed registered childminders as we love caring for children and supporting their development, however it is our chosen career and business. Like you we too have bills and expenses to meet each month and therefore require a regular income. We would be grateful if you could ensure that you are prompt in paying your fees on the date agreed.

If we have not received payment on the agreed date, we will issue you with a polite reminder.
If we have still not received payment by the day following the due date, we reserve the right to make an additional charge as a 'Late Payment Fee'.

The late payment fee will be £10 per day up to a maximum of 5 days.

If at this point, we still have not received payment we reserve the right to cease minding your child and suspend and/or terminate the contract with immediate effect and to seek legal advice for the recovery of any outstanding fees from the Professional Association for Childcare and Early Years (PACEY) Solicitors.
This may result in you being summoned to attend a hearing at County Court and if the judge finds in our favour you will also be liable to the Court for costs and may be issued with a County Court Judgement (CCJ).

We have a strict no pay/no play policy. Please let us know as quickly as possible if you are having problems paying your child's fees.

If you have had a change in personal circumstances and are now struggling to make payments, please let us know as we may be able to make alternative mutually agreeable arrangements. We would much rather work with you to resolve the issues than cause a child upset and trauma by terminating their contract.

Help with fees
Tax credits might pay a percentage of your childcare costs, depending on joint family income.
Advice can be found here –
https://www.gov.uk/help-with-childcare-costs/approved-childcare.

If you need help with claiming Tax Credits or other benefits (letters writing, confirmations of invoices / amounts charged etc), please let us know.

We are registered to accept Tax Free Childcare. For further information and eligibility please visit - https://www.gov.uk/tax-free-childcare

Annual Review Date and Initials -