



Outstanding Fees Policy – Day Care

RABBITS - SQUIRRELS - OWLS

Due to high demand for places in the setting and a large waiting list, Miller's Dene Day Care reserves the right to suspend or terminate allocated places following late payment of fees.

Fees paid directly by parents/carers

- Fees are payable on the 1st of every month in advance
- If fees are not received in full by the 7th of the month the childcare place will be suspended from the 14th if no payment has been received.
- The suspension will be removed once the fees have been paid in full.
- After a suspension has been imposed and if the following months fees are not received on the 1st of the month the childcare place will be suspended with immediate effect.
- Parents will be notified at every stage of the outstanding fees procedure in writing.
- **Fees are charged during the suspension period.**
- A place is automatically terminated if two consecutive months' fees have not been paid by the 28th of the second month. A letter will be issued to this effect.
- If payment has not been made within one month of the notice of termination letter being sent out then legal action will be taken out against the parent to recover the debt.
- Additional sessions will not be available to families with outstanding fees, and will only be granted when all monies are paid in full.

Fees paid by Childcare vouchers

Parents paying some of their fees by childcare vouchers must pay any fees in excess of the amount of the voucher scheme by standing order on the 1st of every month. The above policy applies to the non-voucher portion of the fees.

Fees paid using tax free childcare scheme

It is the parent's responsibility to ensure that they have set up the scheme and followed the correct process to pay nursery fees. Late payments will result in suspension of childcare place.

Fees paid by other agencies (University/college/social services)

The above policy does not apply to the portion of fees paid by other agencies.

Exceptional Cases

The Day Care Manager reserves the right to consider cases individually and make alternative arrangements for payment if these are considered appropriate and necessary.