



Outstanding Fees Policy – Day Care

RABBITS - SQUIRRELS - OWLS

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
- The suspension will be removed once the fees have been paid in full.
- **Fees are charged during the suspension period.**
- 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.
- If payment has not been made within one week of suspension then your child's place will be terminated and a letter will be sent out and 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.
- Parents will be notified at every stage of the outstanding fees procedure in writing.

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.

