Tots 2 Toddlers

Fee Paying

Intent of Policy:

Tots 2 Toddlers values their relationship with parents/carers and as with all business’ the nursery is reliant on prompt payment to ensure effective functioning

Implementation of Policy:

* Parents/carers will be issued with an invoice at the end of the month detailing the fees due.
* Payments are due before your child starts their journey with Tots 2 Toddlers
* Fees are set to reflect the cost of the service provided and the right is reserved to review them periodically.
* Payment is due by the 10th of every month.
* Any parents or carers whose remain unpaid after the 10th of the month without prior agreement of the nursery manager, risk having a late payment fee or, after a long period of prolonged failure to pay, their child’s place at nursery being withdrawn.
* 4 weeks’ notice is required for your child to decrease sessions or leave the nursery

Difficulty paying

* Should a parent/carer experience problems paying their child’s fees on time they should speak in confidence to the Manager.
* Any decisions/requests will be at the discretion of the Manager, but it is the responsibility of the parent/carer to raise concerns early.

Debt Recovery

If an arrangement has not been made then the following procedure will apply:

* If payments are not received by the due date – a reminder invoice will be issued
* If payments are 1 week late: - a third invoice will be issued accompanied by a letter and a copy of this policy
* If the full payment is not received after this time scale legal procedures will be initiated and the allocation of a place at the Nursery will be suspended for unfunded hours.

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| Review Date: | Signed: | Next Review Due: |
| 01/09/2021 | H Waller | 01/09/2022 |