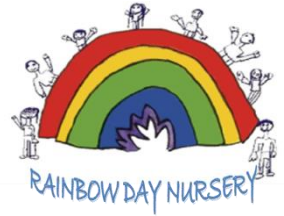




## Rainbow Day Nursery Non payment of fees



Rainbow Children's Day Nursery value their relationship with parents/carers and will be sympathetic towards any difficulty in paying their child's fees. However, we are unable to function effectively without these payments and the sustainability of the setting and its ability to deliver a high quality service is paramount.

In order to achieve this, we will operate the following non-payment of fees policy.

In order to run a high quality childcare setting it is essential that fees are paid on time. Childcare fees are due either weekly or monthly, preferably in advanced but must be paid within 7 days of the invoice being issued. Invoices will be issued either monthly or weekly.

Accounts falling into arrears will trigger the following procedure:

- Telephone call to parent informing that account is in debt.
- A reminder invoice will be sent with advice to bring the account up to date within 7 days.
- A second reminder letter will be sent requesting payment and advising that Debt Collection will start if the account is not settled within 7 days. The child will be unable to attend until the account is settled and in credit.
- Rainbow Day Nursery will use the Local Authority Debt Collection Services should a parent/carer have problems paying a child's fee they must contact the Rainbow Day Nursery.

Rainbow Children's Day Nursery thanks you for your understanding and will do all we can to avoid the above situation. **However, we are not able to function effectively without all payments due.**

I acknowledge and agree to the above policy.

Signed \_\_\_\_\_

Name Printed \_\_\_\_\_

Childs name \_\_\_\_\_

Date \_\_\_\_\_