

Late Payment of fees Policy

Our work with your children requires commitment of resources and assistants that are costs. We would be grateful if you could ensure that you are prompt in paying your monthly/weekly invoice.

If we have not received payment within seven days of the due date, we will issue you with a polite reminder.

Upon nonpayment of invoices by the due date we reserve the right to make an additional charge 'Late payment Fee' as per our contract to cover any bank charges we may have incurred such as overdraft due to insufficient funds.

After 10th day of delayed payment, If at this point we still have not received payment we reserve the right to cease attendance of your child with immediate effect and seek legal advice, 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.

We reserve a right to ask for a refundable deposit of a month's fees, in case of parent being late in paying their monthly fees on 2 occasions. This deposit is refunded upon termination of the space at the end of the contract and settlement of all dues.

If you have had a change in personal circumstances and are now struggling to make payments, please let us know so we can make suitable arrangements. It may be that you are now entitled to additional funding through the childcare element of the working tax credit and other benefits. You should enquire about this from the local authority and money advise services.