



Late Payment of Fees Policy

Whilst we love working as a registered childcare on domestic setting, it is our chosen career. We work to earn a living and require a regular income to provide for our families, pay bills and meet expenses. We would be most grateful if you could be prompt at paying your monthly fees.

If payment has not been received within two days of the due date, we will politely remind you what is due. If after Five days payment has still not been received, we reserve the right to charge a 'Late Payment Fee' which will be £20.00 as outlined in our contract. If outstanding fees have still not been received following these reminders, we reserve the right to cease minding your child with immediate effect and seek legal advice from our insurance company and the Small Claims Court. At this point your child's place will not be secure and we are within our rights to open it up to another child.

We understand that from time-to-time unforeseen circumstances may arise that adds financial pressure to a family. If for whatever reason you are struggling to make payments, please feel free to talk with management in confidence. We may be able to come to an arrangement in the short term until your financial position improves.

Remember that you may be entitled to help with childcare costs through the benefits system, Proud to care, Funding or tax-free childcare system.

Should you have any queries regarding this policy, please do not hesitate to discuss them with management.

This policy was adopted by	Teddy Bears Childcare
Policy Created	28/11/2017
Last Reviewed	14/11/2024
Name and role of signatory	Leahna Welch (Deputy Manager)