

Payments Policy

Purpose of Policy

The purpose of this policy is to inform parents and carers of the procedures in place for paying their childcare fees.

Who is responsible?

It is responsibility of the nursery manager to ensure that all childcare fees are paid in full by the date required.

How will the policy be implemented?

Primrose Hill Day Nursery requires that all childcare fees are paid monthly in advance before the 5th of the month. Payments should be made preferably by standing order, but can be paid by cash or cheque.

Working parents may be entitled to assistance with their childcare fees, please contact tax credits to enquire.

Non-Payment of Childcare fees

All parents should note that non-payment fees will result in the loss of the childcare place for the child.

Parents who are struggling to pay their childcare fees must inform the nursery manager who will discuss payment options.

Please note that non-payment of childcare fees by the date specified will result in a late payment charge of 5% of the total charges made, for example if your childcare fees for the month are £250 and you have not paid this, a fee of £12.50 will be added as a charge to your next invoice.