**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.

**Responsibility**

It is the responsibility of the parents/carers to ensure that their childcare fees are paid in full by the date required.

**Deposits**

Upon enrolling in the nursery, a two week deposit is required to secure the child’s place and the amount will be subject to the child’s attendance.

**Payment of Childcare Fees**

Rainbow Nursery requires that all childcare fees are paid weekly or monthly in advance. Fees must be paid by standing order/bank transfer. Invoices will be emailed monthly to parents to inform them of the amount due each month. Additional days used after invoices have been generated will be added to the following month’s invoice. Parents who may be entitled to assistance with their childcare fees, should contact the nursery manager who will assist you with this further.

**Non Payment of Childcare Fees**

Stage 1 - Letter will be issued requesting immediate payment of arrears and possibility of repayment agreement.

Stage 2 - A second letter will be sent requesting 50% of arrears brought up to date within 7 days – withdrawal of child’s place if do not adhere to repayment agreement.

Stage 3 - Final letter stating starting process has commenced of withdrawing childcare placement (7 days notice) unless payment has been made.

All parents should note that non-payment of childcare fees will result in the loss of their childcare place at Rainbow Nursery. Parents who are struggling to pay their childcare fees must inform the nursery manager via email who will then discuss payment options.

*If parent falls into arrears again in the next 6 months – should go straight to Stage 3.*

**Date Completed: October 2023**

**Review Date: October 2024**

*This policy will be monitored in line with relevant legislation and good practice guidelines.*