



7.3 Payment Policy

Invoicing

An invoice will be provided mid calendar month detailing your child's booked sessions for the following month. Additional sessions, fees and charges from the previous calendar month will also be present.

- Payments should be made immediately to avoid incurring late charges.
- The booked sessions must be paid irrespective of whether your child is present or not i.e. through illness.

How to Make a Payment

Payments can be made by bank transfer, cash, cheque, childcare vouchers or a combination.

- Our preferred method of payment is bank transfer
- Please use your child's name as the payment reference
- Our bank details are Account Number: 00987554 Sort Code: 30-98-90
- Payments can also be made by cash or cheque. Please make cheques payable to St. Cuthbert's Pre-school Playgroup. To avoid any unnecessary bank charges, we request that all cheques should be for a minimum of £20.00.
- If paying by cash or cheque, payments should be placed in an envelope addressed to 'Playgroup Accounts' and passed to a member of management.

Charges

Should payment not be received by the due date then following procedure will come into effect:

- Stage 1: A polite reminder will be issued asking for immediate payment
- Stage 2: A second reminder will be issued 5 working days later. At this stage a late fee of £10 will be charged.
- Stage 3: A final letter will be issued a further 5 working days later if payment has still not been received. A further late fee of £10 will be charged and our services may be suspended.
- Stage 4: Should your payment not be received by 20 working days from your due date, a further £10 late fee will be charged and your debt will be referred to the County Court (with the addition of the £30 accrued late fees, County Court costs and interest payable on the money owed).



- Any cheques returned 'refer to drawer' will carry a £10 administration fee. If this is a frequent occurrence we will then request you pay by alternative means.

Failure to pay on time will put your child's place at risk.

If there are unforeseen circumstances which mean you are unable to make your payment on time, please detail this in writing to the Chair of Playgroup by emailing stcuthbertsplaygroupdoveridge@gmail.com

We will assess each case individually.

This policy was adopted by	St. Cuthbert's Pre-School Play Group
On	31 st May 2018
Date to be reviewed	31 st May 2020
Signed on behalf of the provider	
Name of signatory	Mrs Rachel Sidwell - Mrs Selina Edwards