



Payment Policy

Purpose of Policy

This policy is to inform parent(s)/carer(s) about the procedures in place for paying their childcare fees.

Who is responsible?

It is the childminder's responsibility to make sure that all childcare fees are paid in full by the date specified and parents/carers pay the fees due on time.

How will the policy be implemented?

Snuggle Bunnies Childcare requires that all childcare fees are paid monthly in advance, for instance your fees for September must be paid by 26th August one month in advance). Snuggle Bunnies Childcare prefers that fees are paid directly into the bank by direct debit. Invoices will be sent via our payment software in a month in advance with the balance due.

If parent(s)/carer(s) chose to pay the fees by cash, this must be agreed by the childminder (manager).

Working parent(s)/career(s) who are eligible to 'Working Tax Credit' support with childcare fees, please do not hesitate to contact the childminder who will be happy to assist you with further details.

Non-Payment of Childcare Fees

All parent(s)/carer(s) must note that non-payment of childcare fees will result in the loss of their child's childcare place.

Families that struggle to pay for their childcare fees they must contact the childminder (manager) who will discuss alternative payment options.

Parent(s)/carer(s) can incur a 10% late payment fine for non-payment of childcare fees, for instance if your childcare fees for the month are £250 and you have not paid this, a fee of £25 will be added to as a charge to your next invoice. If payment is still not received within the following payment period, then a fine of £20 per day will be added to your outstanding amount until payment is received and or the space at the setting will be suspended until the account has been settled.

Please read the fee/payment leaflet for more details on childcare fees.

Last Updated/Reviewed On:	SIGNITURE
28.04.2020	C. Morgan
22.11.2020	C. Morgan
26.03.2021	C. Morgan