



<b>Late Payment Policy</b>		
Date: November 2015	Review Date: November 2016	Signed: C. Oliver

Nursery fees will be invoiced monthly in advance and will be sent to you via email. Fees should be paid on receipt of invoice and your balance must be cleared by the second Friday of the month (the actual date will be stipulated on the invoice / email). If you have not received your invoice by the first Friday of the month, please contact us to let us know and we will reissue your invoice to you.

Once a payment has become overdue, an automatic late payment fee of £20.00 will be added to the nursery invoice and an email will be sent to you confirming this. The fee will be applied to your account the next working day following the payment due date. This late payment fee will only be waived in extenuating circumstances and with prior agreement from the Finance Administrator (Gaynor Donnelly) or Operations Manager (Claire Oliver).

After one week of non-payment, a daily late payment fee of £5.00 will be added to the outstanding balance until the invoice is cleared. A second email will be issued, warning of the next month's fee's to be added and if no contact or payment is made, possible legal proceedings.

Failure to pay Nursery fees may result in the withdrawal of childcare. Any outstanding debts will be passed to Broomfields Solicitors ,Lutterworth, who manage our Nursery Fee Recovery Scheme.

Fees may be paid by cash or cheque made payable to **Best Start Nurseries LTD** or by BACS. The Nursery Bank details are as follows:

**Bank: Lloyds**

**Account Name: Best Start Nurseries**

**Sort code: 30-97-17**

**Account Number: 29192868**

Please use your child's Full Name as payment reference.

We accept salary sacrifice payments from all companies. Many organisations are now offering their employees salary sacrifice schemes. The idea behind this is quite simple. You give up part of your salary and, in return, your employer gives you a **non-cash benefit** that is ideally exempt from tax and National Insurance. Please notify the Manager if you are intending to register with a scheme via your employer.

**Please note:** Salary Sacrifice vouchers take a period of up to seven days to reach our bank account once they leave your account. Please bear this in mind when setting up payment dates with them as these vouchers cannot be deducted from your balance until they have reached our bank account.

Any returned cheques will carry a £10 administration fee and any Bank charges incurred by the Nursery will be passed to the parent.

Where fees are paid by a third party such as Social Services, Employer, College or any other third party, Best Start Nurseries Ltd requires parents / carers to inform their sponsor of our fee policy in advance of the arrangement. We will request written evidence from parents and/ or carers whose fees are partly or wholly covered by a third party in advance of the child being accepted into the Nursery.

If parents/carers leave the service without providing proper termination notice and / or with an outstanding fee, the Nursery will contact you immediately to make immediate payment. Failure to pay the fee in this circumstance will result in your account being forwarded to a debt recovery agent and /or the matter may be pursued through the Courts. In such cases, a further 25% of the outstanding fee will be added on to your account.

If fees are paid consistently late or not at all, with no explanation, the nursery will be forced to terminate the child's place. Under exceptional circumstances, Head Office may agree to allow the child to continue attending the nursery if an agreed payment plan is put in place\*

If at any time you experience payment difficulties please talk to our Finance Administrator (Gaynor Donnelly) or Operations Manager (Claire Oliver) who will endeavour to help with any situation.

We can only continue to provide a high quality nursery environment with your co-operation and we would like to thank you for this in advance.

This policy is part of the terms and conditions of our service. We ask that you read it very carefully and sign the declaration below.

\*(This plan will be subject to change if the child's attendance pattern changes, fee increases or additional sessions are attended).

I agree and understand the terms and conditions of Best Start Nurseries Ltd regarding the Late Payment Policy 2016.

(Complete in Block Capitals)

Name of Child

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Name Parent/Carer

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Signature & Date

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Name of Best Start Nurseries Ltd Representative (Senior Management Team)

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Position

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Signature & Date

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Start Date at Nursery

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