

Payment

1. Purpose

1.1 The aim of this document is to outline payments at Ashfield Plaza Day Nursery.

2. Scope

2.1 This policy applies to all staff and parents/Carers at Ashfield Plaza Day Nursery.

3. Policy Principals

3.1 Ashfield Plaza Day Nursery will adhere to strict guidelines on the collection of fees.

3.2 Methods of payment include: direct Debits, company vouchers, government funding and Tax free child care schemes. Invoices are sent out at least 1 week prior to the payment date.

3.3 All payments are to be made on or around the 3rd of every month. More than one missed month will result in you having to agree to a payment plan with the nursery manager. Nursery has no obligation to save a child's nursery place for non-payments. Failure to pay your outstanding fees may result in legal action.

3.4 Any special arrangements must be agreed by a member of management.

4. Organisation and Allocation of Responsibilities

4.1 It is the responsibility of the manager to calculate fees, send out invoices and chase up non-payment devising course of action as stated.

Limitations of this Policy

This policy cannot anticipate all eventualities therefore, professional judgement should be used to identify the appropriate course of action needed to protect those who are vulnerable and/or at risk. This judgement should derive from multi-disciplinary team discussion rather than any one individual where possible.

Document management

Review cycle:	
Next review due:	
Policy owner	
Approving body:	Board of Trustees