

# The Woodlands Nursery

## Child care Fees and Fee Arrears Policy

### Childcare Fees

#### How to pay

All fees for child care must be paid in advance on the 1<sup>st</sup> day of every month.

Fees for any additional sessions must be paid at the time of booking subject to confirmation of availability.

Fees may be paid in the following ways:

- By BACS – to Handelsbanken AB, Sort Code: 40.51.62, Account No: 41109412. Reference is the name of your child.
- By cash or cheque at the nursery office (please make cheques payable to ‘The Woodlands Nursery’)
- Via Employer / Government Childcare Voucher Schemes. Registration No: EY548675
- You may be entitled to Working Families Tax Credit which may cover up to 70% of your childcare fees. Enquiries regarding entitlement for this benefit should be made with the Inland Revenue and it is your responsibility to ensure that all the information you supply to them is correct and kept up to date. Please telephone 0845 300 3900 or visit <https://www.gov.uk/claim-tax-credits/how-to-claim>

#### Changes to your Child care fees:

We review our child care fees annually, and we will give you at least one month’s notice of any changes to our fees.

#### Child care Fee Arrears

**If your child care fees are not paid by the 1<sup>st</sup> day of the month, the following action will be taken:**

- 1) After 7 days you will be issued with a statement/letter highlighting the arrears on your account, we will require payment within 3 working days.
- 2) If the payment is not received within the 3 working days and another statement/letter is issued, your account will then incur a £10 charge. We will expect payment within 3 working days.



- 3) If your account is still in arrears after the 3 working days has expired then we will have no alternative but to suspend your child from nursery until full payment has been made.

**If you are having money problems:**

If you are having difficulty paying your Child care fees you must contact The Woodlands Nursery as soon as possible.

Organisations that can give you free financial advice include:

**Citizens Advice**

Millennium Centre Corporation Street,  
ST HELENS, Merseyside, WA10 1HJ.

Tel: 03444 111 444

**Debt Advice Foundation**

Tel: 0800 043 40 50

Or visit [www.nationaldebtline.co.uk](http://www.nationaldebtline.co.uk)

This policy is reviewed annually.