**Bentham Under Fives Centre is a registered charity and does not operate on a profit basis**

All parents and carers will be required to pay their child’s nursery fees on time, weekly or monthly, in cash or by Direct Debit on the first day of every week/month.

Fees are payable for the Christmas closure and all bank holidays. They are not payable for the two week break in August. Parents/Carers are also still expected to pay fees if their child is off sick or on holiday as the Nursery is still operating during this time.

It is vitally important for the financial stability of Bentham that parents/carers adhere to this policy.

Failure to do so will result in the following procedure being implemented.

**Stage One**

If payment is not received on the first day of the month, parents/carers will be notified of the arrears within seven days. If the centre receives the due fees by the fourteenth day of the month, then no penalty charges will be applied.

**Stage Two**

If payment of due fees is not received by the fourteenth day of the month then parents/carers will be notified of penalty charges that have been applied. These charges will amount to £5 for every working day that the fees are in arrears.

Example

Child X’s monthly fees are £650 for five days a week. If the fees have not been paid by the fifteenth day of the month then this means that 11 working days have passed. Therefore, the total amount on the fifteenth day will be £650+£55=£705.00

NB: This figure will continue to increase at a rate of £5 per working day until the arrears are paid off in full.

**Stage Three**

If full payment of the outstanding fees PLUS penalty charges are not received by the Centre within two months of the date of the arrears arising, Bentham will withdraw childcare provision for the child in question. The centre will also retain the deposit for the child’s place. The child’s place at Bentham Under Fives can only be re-instated by the management committee, subject to specific conditions which will be set out.

Signed:

Date: