



Linskill Nursery

Linskill Nursery Payment and Arrears Policy

Payment Policy

The Nursery will always endeavour to keep its fees as low as possible.

If your child is absent due to illness or other circumstances please let us know at the earliest possible time. A cancellation fee is charged at full day rate or for the hours booked in for that day. These charges will apply for a maximum of 5 days to ensure fairness with both parties.

Payment must be made in advance prior to your child attending nursery either monthly or weekly. All fees are payable by standing order, cheque, cash, childcare vouchers or credit or debit card. Invoices and statements will be sent out on a monthly basis for your records. If childcare vouchers are your chosen method of payment and your monthly fees exceed the maximum voucher payment allowed, you must meet the additional invoice costs via one of the above methods and ensure that pre-payment is made.

If your child stays longer than their allocated hours, the normal hourly fee will apply where applicable.

If you are claiming Child Tax Credit, you must inform the Inland Revenue of any changes to your circumstances immediately. We are registered with Ofsted and our registration number is EY450277. You will need this reference number if you are going to make a claim.

The Inland Revenue may contact us at any time to confirm the childcare arrangements we provide for your child and we are guided by law to provide this information therefore if payments are not kept up to date we have a duty to inform Tax Credits about the arrears on the account.

Arrears Policy

It is our general policy to minimise the loss of income by establishing efficient and effective systems of arrears recovery. These systems are based on both legal and good practice guidance.

We have a process in place for recovering monies owed.

Linskill Nursery

The Linskill Centre, Linskill Terrace, North Shields, Tyne and Wear, NE30 2AY

T 0191 257 8000 E nurse@linskill.org W www.linskill-nursery.org

Company limited by guarantee: 04827255 Registered Charity: 1119143





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In implementing arrears recovery systems, we will ensure that no individual is discriminated against.

This policy outlines our commitments in respect of arrears management. The following sanctions may be implemented if parents/carers fail to meet their monthly invoice cost.

As soon as your account becomes in arrears a charge of £12 will be applied to cover administration and debt recovery costs. Payment must be made in advance prior to your child attending nursery and failure to adhere to this policy will result in your child's place being withdrawn and charges applied to your account. If your account remains in arrears after exclusion, your account will be handed over to our solicitors to recover any outstanding payment, please be aware additional administration charges will be added to your account.

If you have any questions regarding this policy, please speak to the Nursery Manager.

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