



Late Payment of fees policy

I work as a registered childminder as I love caring for children and supporting their development, however it is my chosen career and business. Like you I too have bills and expenses to meet each month and therefore require a regular income. I would be grateful if you could ensure that you are prompt in paying your monthly invoice.

If I have not received payment within seven days of the due date, I will issue you with a polite reminder. If I have still not received payment by the 10th day following the original invoice I reserve the right to make an additional charge 'Late payment Fee' as per our contract to cover any bank charges I may have incurred. If at this point I still have not received payment I reserve the right to cease minding your child with immediate effect and seek legal advice from the National Childminding Association's Solicitors. This may result in you being summoned to attend a hearing at County Court and if the judge finds in my favour you will also be liable to the Court for costs.

If you have had a change in personal circumstances and are struggling to make payments, please let me know so we can make suitable arrangements. It may be that you are now entitled to additional funding through the Childcare element of the Working Tax Credit and other benefits, such as the Nursery Education Funded Places Scheme, to which I am now accredited.

Childminder's name:	Rachel Wiggins
Childminder's signature:	
Date:	
Parent(s)' name:	
Parent(s)' signature:	
Date:	

Date policy was written	August 2011
This policy is due for review on the following date	August 2012

Meeting the Welfare Requirements

Statutory Framework for the Early Years Foundation Stage

Safeguarding and Promoting Children's Welfare "Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs."