

## **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/weekly invoice and ensure it is paid on the date that we have agreed on your contract.

If I have not received payment within five days of the due date, I will issue you with a polite reminder.

If I have still not received payment by the 7<sup>th</sup> day following the original due date of payment I reserve the right to make an additional charge 'Late payment Fee' of £5 per day from original due date of payment, this includes weekends.

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 now 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.

Written by Sarah Welsh  
Date: October 2010  
Review date: October 2011