Childcare in the Community

Childcare in the Commun[How to find us](http://www.childcareinthecommunity.co.uk/how-to-find-us/)

**Welldon Kids Club**

**Payment of Fees Policy**

All fees for childcare are due in advance on **Monday’s.**  A

A minimum of **4 weeks notice** in writing will be given for any proposed changes to fees.

If your child is absent charges will **still apply**, however, in special/exceptional circumstances you may request a meeting with the Michelle to discuss your child’s absence.

If you cannot pay your fees on time it is important that you contact the Michelle immediately on 07572286082 to let us know.

You will be issued with a monthly statement detailing your fees and date’s when your fees are due, to enable you to manage your account.

**Fees:**

Term time fees are charged for the whole school term.  Public holidays and closure dates will not be charged.

**Charges for holiday periods:**

Holidday sessions are booked accordinly. If a session is booked but your child does not attend, payment is stil payable

**Methods of Payment:**

**Cash**:  Cash payments must be paid weekly in advance.

**Cheque**:  As with cash, paid weekly in advance.  If your cheque is returned unpaid a further charge will be added to your account.  No further payments by cheque will be accepted.

**Standing Order:** This is the preferred method of payment.  Payments should be made weekly in advance.

**Childcare Vouchers:** We accept all childcare vouchers.  You should contact your employer to enquire about these.

**Additional Costs:**

**Overdue fees:** All overdue fees will incur an additional **£25 charge.**  This will be added to your account as soon as the fees become overdue.  If your account is not brought up to date within a week your childcare may be terminated.

**Late collection of your child:** This will be charged at £5.00 per **15 minutes** EXAMPLE, if you collect your chid at 6:05pm a charge for the whole 15minites is payable.

**Emergency cover:** If you require additional cover this will be subject to availability and paid for in advance at the amount agreed by the service manager.

**Tax Credits:**

Families who are in receipt of Tax Credits must keep them up to date with any changes to their childcare arrangements.  HMRC regularly contact us for information regarding childcare fees.  We are legally obliged to provide them with accurate information and always do so.

Tax credit information-

Michelle Langley

Registaration Number- EY544446

Aproval Date- 07/04/2017

Brigade Hall

Brigade Close

South Harrow

Ha20lq

07572286082

**Useful links:**

[**www.citizensadvice.org.uk**](http://www.citizensadvice.org.uk/)

[**www.taxcredits.inlandrevenue.gov.uk**](http://www.taxcredits.inlandrevenue.gov.uk/)

**Tax credits Helpline:  0345 300 3900**

**Money Advice Service: 08457 406080**

**National Debt Helpline:  0808 808 4000**