



Welldon Kids Club

Payment of Fees Policy and Procedures

All fees for childcare are due in advance on your child's first day of attendance each week.

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**.

If you cannot pay your fees on time it is important that you contact a member of management immediately to let us know.

Fees:

Term time fees are charged on a weekly basis in advance.

Public holidays and closure dates will not be charged.

Charges for holiday periods:

Holiday sessions are booked accordingly in advance. If a session is booked but your child does not attend, payment is still payable. Due to the current situation of covid-19 we are not able to change booked days. A new day (dependent on availability) would have to be added to your booking form and paid for in full.

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 or with no discussion of your cooperation in resolving the arrears, childcare may be terminated.

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

Emergency cover: If you require additional cover this will be subject to availability and paid for in advance.

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 will always do so.

Tax credit information-

Welldon Kids Club

Registration Number- Please confirm with the manager on the correct location.

Approval Date- Please confirm with the manager on the correct location.

Brigade Hall

Brigade Close

South Harrow

HA2 0LQ

07572286082

OR

Welldon Park Academy

Kingsley Road

South Harrow

HA2 8LT

Useful links:

www.citizensadvice.org.uk

www.taxcredits.inlandrevenue.gov.uk

Tax credits Helpline: 0345 300 3900

Money Advice Service: 08457 406080

National Debt Helpline: 0808 808 4000