



## LATE PAYMENT

All staff at Salisbury Day Care love caring for children and supporting their development, however it is our chosen career and business. Like you we too have bills and expenses to meet each month and therefore require a regular income. We would be grateful if you could ensure that you are **prompt** in paying your monthly or quarterly invoice.

If we have not received payment within seven days of the due date, we will issue you with a polite reminder. If we have still not received payment by the 10<sup>th</sup> day following the original invoice we reserve the right to implement our standard procedure as detailed in our terms and conditions. If at this point we still have not received payment we reserve the right to cease caring for your child with immediate effect and seek legal advice from our solicitors. This may result in you being summoned to attend a hearing at County Court and if the judge finds in our 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 the manager 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.

<b>This policy was adopted on</b>	<b>Date reviewed</b>	<b>Date for review</b>
<i>1<sup>st</sup> September 2015</i>	December 2016	<i>3<sup>rd</sup> January 2018</i>