

## **REVOKING OF CHILDCARE**

### **General**

In order for a nursery place to be allocated, parents/carers are required to read through the nursery's terms and conditions and agree to the finance terms and sign and date.

All nursery fees are payable one month in advance.

Additional sessions, increase of sessions and children who join the nursery mid-month, will be issued an invoice that must be cleared within thirty days by either cash or cheque.

Failure to keep up to date with the child's account at all times may result in the debt collection procedure being initiated.

Alternative payment methods may be discussed and agreed by the Childcare Manager only.

Nursery fees must be cleared before the end of every calendar month. At this time the account is considered in arrears and the debt collection procedure is activated.

In the event that a parent/carer is having difficulty making the required payments, a meeting with the Childcare Manager will be made and an alternative payment option will be agreed upon.

In the event that a child's nursery fees are over four weeks in arrears, a letter will be issued informing the parents/carers that childcare will be revoked at the end of that week and an external debt collection agency will be brought in.

Removal of childcare is non-negotiable at this point, several letters and support meetings will have been offered and no mutual outcome reached.

The nursery will make every effort to support and assist parents and carers who are experiencing financial difficulties unless it is detrimental to the nursery.