279 Gooch Street Highgate Birmingham B5 7JE

*Company Number 9939678*

**Collection of Fees Policy**

* Upon enrollment, refundable deposit of £50.00 will be taken for each child. This will be refunded at the end of a child’s time at Cheeky Monkeys Childcare Centre providing there are no outstanding fees on parents’/carers’ account. If you are asked to leave due to non-payment of fees or any other viable reason, your deposit may not be refunded. Deposits are not applicable if children are accessing the free Early Education Entitlement, (EEE) Funding only. If the child’s space is not taken after enrollment, the £50.00 deposit will not be refundable.
* Fees should be paid every Monday (or the first day of the week that a child attends) via direct debit online transfer or cheque payable to Cheeky Monkeys Childcare Centre. No cash will be accepted on the premises. Four Weeks written notice must be given for any changes or amendments to days
* Fees that are not paid at the beginning of a child’s week at the Childcare Centre will incur a 10% late fee charge. This is non negotiable**.**
* If a parents’/carers’ Childcare Centre fees remain outstanding the following week then your child will not be permitted into the Childcare Centre without the full outstanding payment and the additional late fee charge. If families are asked to leave due to non or late payments of fees then you will not be refunded the £50 deposit. In addition to this you will still be required to pay any days you used the centre for childcare or failed to notify the centre that you were not returning.
* Only arrangements made with Jo Southerton (proprietor) shall be honored.
* After-school club is charged during the days school is due to open. Payment will not be refunded for any pre booked holiday club days in the event of absence or sickness or school emergency closures. This is not negotiable.
* We do not permit the changing of days due to staffing requirements and ratios but you may pay extra for an additional day if we have space.
* We do not accept cash on the premises

**HOLIDAY CLUB**

* All fees must be paid in full on the first morning of attendance of that week.
* 1 weeks notice must be given for cancellations
* Sick days which have been booked in must still be paid for unless 1 weeks notice has been given.
* Trips will not be booked unless pre paid in advance.

**CHEQUES**

* If for any reason a cheque is returned to us unpaid by the bank, we will then require parents/carers to make all future payments by direct debit transfer.
* A 10% late charge will also be added to parents’/carers’ account if their cheque is returned.
* All holiday periods and absence due to sickness will need to be paid in full. This is not negotiable.

*Initial policies were created by Cheeky Monkeys Childcare Centre and will be reviewed annually or in the event of any changes which need to be made in consultation with all setting users and current legislation.*

*Created January 2016 Revised January 2017 Revised January 2018 November 2018*

*Revised January 2019*