

## Invoicing Policy



- At Playbox Nursery it is our intention to support all children and families with accessing the nursery and being transparent about our fees and invoicing procedure.
- Children receiving the Early Education Entitlement only will not receive a monthly invoice. A statement at the end of each term showing a nil balance will be issued.
- Children who are booked to attend wrap around hours in addition to their Early Education Entitlement will receive an invoice monthly.
- All our invoices are issued on the first working day of each month and will be cut off on the last day of each month.
- Invoices will be produced for any extracurricular activity.
- Invoices will be issued for later collections. A fee of £5.00 is charged for every 5 minutes late a child is collected late.
- Invoices are due for payment within the month they are issued.
- Invoices can be paid directly into the bank, Tax Free Childcare, childcare vouchers or by debit card, credit card or cash at the setting.
- Late payment fees will be issued if payment is not made within the month it is due. A charge of 5% for each day the payment is late will be added.
- If a parent wishes to cancel a place they must provide one month's notice. Payment for the month's notice is required and will be invoiced.
- Invoices outstanding for more than three months will be referred to a debt recovery agency.