



# WALSALL CHILDMINDING HUB

## Late Payment Policy

**Business Address:** St Matthew's Close, Walsall, England, WS1 3DG, United Kingdom

**Policy Effective Date:** February 2026

**Review Date:** February 2027

### 1. Policy Statement

Walsall Childminding Hub is committed to providing high-quality childcare services in a professional and sustainable manner. To ensure fairness and consistency for all families, fees must be paid in full and on time.

### 2. Invoicing Procedure

All parents/carers will receive a formal invoice detailing the billing period, total amount due, and clearly stated due date. The due date will be displayed on every invoice.

### 3. Payment Terms

Payments must be made on or before the due date stated on the invoice. Payment must be received in cleared funds by that date. Payments should be made without the need for reminder messages. Failure to receive a reminder does not remove the obligation to pay on time.

### 4. Late Payment Charges

If payment is not received by the due date, a £20.00 charge per calendar day will be applied. The

£20.00 daily charge will accrue for each day the balance remains outstanding until full payment (including late charges) is received. Late fees are non-negotiable.

#### **5. Persistent Late Payments**

If payments are repeatedly late, Walsall Childminding Hub reserves the right to request advance payments, change payment frequency, suspend childcare services, or terminate the childcare contract.

#### **6. Non-Payment**

If payment remains outstanding, services may be suspended and debt recovery action may be taken. Any additional recovery costs may be added to the outstanding balance.

#### **7. Exceptional Circumstances**

If a parent/carer anticipates difficulty meeting a payment deadline, they must notify the setting before the due date. Any agreed arrangement must be confirmed in writing and is at the discretion of the business.

#### **8. Policy Compliance**

By enrolling a child at Walsall Childminding Hub, parents/carers agree to comply with this Late Payment Policy, including the £20.00 per day late charge.