

Payment Policy

Invoices for Childcare for fully registered Sandmartins members will be prepared for Parents/Carers weekly or monthly, monthly invoices maybe emailed on request Any invoices not picked up within 7 days of issue will incur an administrative charge for posting. Invoices for holiday club members are to be paid in advance, at the time of booking confirmation.

All invoices are to be paid in full within 14 days of issue and definitely by the last working day of the month. It is the parent's/carer's responsibility to ensure that when they make payment to a member of staff their copy invoice is signed by a member of staff as evidence of payment. This will be proof of payment so please keep it safe.

Any queries on charges or invoiced amount must be referred to the Manager. Under no circumstances can a lower amount than invoiced be paid without the Manager's written authority. Failure to pay in full will result in extra charges being applied, (please see Non Payment of Invoices section below).

Methods of Payment

- Payment can be made in person by cash or cheque with a copy of the invoice. Credit cards and debit cards are not currently facilitated.
- Childcare Vouchers are accepted upon agreement with the Manager. A list of companies that the club is registered with can be found displayed on site.
- Payments in full may be made online directly to Sandmartins bank account by adding your child's/children's registration number and invoice number, found at the top of your invoice, as the reference. Sandmartins bank details can be obtained from the Manager.

Non Payment of Invoices

Please contact the Manager as soon as possible if you are unable to make full immediate payment.

1. If full payment is not received within 14 days of issue a first reminder copy invoice will be sent requesting payment and £1.00 administration fee applied.
2. A second reminder will be sent after a further 7 days which will advise the Parents/Carers that an additional Administration Fee of £5 has been applied to the invoice for outstanding non-payment.
3. A final notice will be sent after a further 7 days of the second reminder being sent if the account still remains outstanding.

The final notice will provide another 7 days for full payment or receipt of repayment proposals and implementation before consideration will be given to referring your account to our Debt Recovery Service.

At this stage the Child/Children will not be able to attend the Club until payment is made in full.

4. If contact has been made with the Manager and appropriate agreement for payment has been implemented, stage 3 will be suspended whilst payment plan is being adhered to, although we reserve the right not to accept your child/children until the debt has been repaid. Payment plans signed by all parties and agreed at the Manager's discretion, will incur a setup fee and an additional £5 fee for each, or part of, month the debt remains outstanding. Should the plan fall into arrears stage 5 will be applied.
5. If the above letters have not resulted in payment or receipt of appropriate repayment proposals our Debt Recovery Service will be instructed and further costs and interest will be incurred as a result of the commencement of Legal Action.

The Payments should be read in conjunction with the following:

Price List 2015

This policy was adopted by: Sandmartins Activity Club	Date: 1 st August 2015 and reviewed on 22 nd May 2017 & 27 th November 2018
Release Authority Trustees	Signed Keith Cranfield Treasurer/Trustee
To be reviewed May 2019	Signed by Keith Cranfield Treasurer/Trustee