



Mousehole Community Childcare Association (M.C.C.A.)
Registered Charity no: 1089724
c/o Mousehole CP School
Foxes Lane
Mousehole
TR19 6QQ

Payment of Childcare Fees

Mousehole Mice is a registered charitable organisation. Its purpose is the provision of pre-school childcare to Mousehole and the surrounding area. In order to remain open, the setting must be economically viable. This means that any expenditure must be covered by income. A key source of income are the fees charged to parents for childcare. Given that the pre-school is incurring costs on a weekly basis, eg. Wages, it is vital that any fees charged are promptly covered. If this is not the case then the setting could become insolvent and would have to close.

Procedures

Parents/carers will be invoiced on a monthly basis in arrears for any childcare fees. Bills are payable within 7 days of the date of the invoice. If an account becomes more than one month in arrears, ie. no payment is received for a month following the billing date, then no further childcare will be provided until the outstanding amount is settled in full.

This policy does not apply to hours funded by the government. These hours are recovered by the pre-school setting directly from Cornwall Council and will not appear on an invoice.

If your child is going to be absent for whatever reason, please let us know as soon as you can. If you are able to give us two weeks' notice, we will charge you at 50%, if not, you will be charged at the full rate. Notice needs to be given in writing please, addressed to Kerry Kemp.

If your child is absent due to illness, please call in the morning to let us know. You will be charged at the normal rate for the session missed. However, if when they recover you would like them to 'make up' their hours and we have space, where we can, we will try to accommodate this at no extra charge.

If your child is ill for a prolonged period, please speak to the manager, Kerry Kemp, to discuss holding your slots open and fee adjustment.

If you are planning to be away on holiday, please give us as much notice as possible but no less than two weeks. We will then charge you 50% fees for this period and keep your child's slots open for your return. If you give less than two weeks' notice you will be charged at the usual rate. Notice needs to be given in writing please, addressed to Kerry Kemp.

If you are experiencing difficulties with paying fees, please contact the Manager as soon as possible.

Signed Kerry Kemp (Manager)

Date

[Review date May 2019]