

DEBTOR POLICY

Calthwaite Nursery, trading as First Class Kids, publishes the following Debtor Policy.

Calthwaite Nursery operates a Debtor Policy with regard to access to its services operated at The Old Post Office Calthwaite and elsewhere from time to time.

Payment terms

Invoices for child care and nursery services are payable in advance of service delivery. Invoices are normally prepared and delivered to parents/guardians at the beginning of each month and are due for payment immediately.

Charges for extra services provided during the course of each month (including school lunches) are payable in arrears and will normally be added to the child care and nursery services invoice for the following month. Charges for extra services are payable immediately on presentation of invoice.

Additional charges for special events, visits and other extracurricular activity from time to time are payable on presentation of invoice and strictly in advance of the event or activity.

Debtor Management

The balance of unpaid invoices will be carried forward to the next invoice raised for the services provided; normally one month after the presentation of the unpaid invoice. The total balance due will be payable immediately on presentation of the invoice; failure to pay this total outstanding balance within seven days will result in a written demand for immediate settlement. Failure to pay this total outstanding balance within seven days of the issue of the written demand for immediate settlement will result in the immediate exclusion of the child concerned from the services offered by First Class Kids. Exclusion of the child concerned will remain in force until such time as the total outstanding balance is paid in full.

Failure to pay charges for special events, visits and other extracurricular activity in advance of the event or activity will result in the child concerned being excluded from the event or activity without notice.

Repeated Exclusion

Where a child has been excluded from First Class Kids services due to non-payment of invoices as detailed above on more than one occasion, First Class Kids reserves the right to exclude the child on a permanent basis.