

Dunkirk Fun Club Policies

41: Debt

****COVID addendums**

As Fun Club is a non profit charity it is vital that we take a firm but fair approach to debt. We would stress that the club needs income to stay open and pay staff, so we believe that childcare is essential and equal to any other bill.

At each Fun Club committee meeting, the Fun Club Manager will provide members of the committee with details of any outstanding Childcare debt. The aim of this policy is to minimise the opportunity for debt balances to build up and incurring costly referral to debt collectors. The Fun Club does, however, reserve the right to begin legal proceedings to recover outstanding Childcare debts.

Our policy is that:

All childcare fees are paid one month in advance.

These are to be paid via School Gateway or Voucher scheme.

If the bill is not paid by the 10th of the last month of each term, a letter will be issued to the parent/carer.

If payment is not received or we have not had any communication with the parent/carer, childcare will be cancelled.

****Payment of fees should be made by the 5th of the month. If the fees are not paid by the 5th of the month, the club will notify the parent/carer via email to request payment at the earliest possible opportunity, with a further warning on the 8th of the month. If the fees are not then paid by the 10th of the month, their child's place will be offered to the next child on the waiting list.**

Opportunities will be given to arrange and set up affordable payment plans.

If the debt is not paid we will have no alternative but to start court proceedings.

As a charity set up to care for your child/children to the best of our ability it pains us to cancel childcare to any child but we also have a duty to the staff and other children in our care. Should you ever find a discrepancy with your invoice or do not agree with the hours billed please do not hesitate to contact the club manager.

Please note:

We reserve the right to change the fee structure at any time, but will give a minimum of 4 weeks' notice to any changes.

Date of policy: 19.10.2019

****COVID addendums: 03/09/20**

By Linda Moualek and Jamie Curtis

Next review date: October 2020