



Payment and Debt Collection Policy

Policy Statement

This policy outlines procedures for the collection of payments and debts at L.A. Stars.

Procedures

Payments for regular bookings:

- Invoices will be issued between 1st and 10th of each month for all regular bookings.
- Payments for flexi bookings are paid at the time of booking.
- If payment has not been received by the 4th of the month, a late payment fee of £10 will be applied, this will be added to your invoice and you will receive an email notification.
- If payment has not been received by the 15th of the month, the school will freeze your account meaning you will no longer be able to book sessions until the debt is cleared. For contract bookings, this will mean that your contract will be cancelled and only re-instated once the debt has been cleared.

Payments for flexi-bookings

- Flexi-booked sessions will need to be paid at the time of booking.

Payment methods:

- Childcare Vouchers
- Card Payments

Please note we operate a cashless system and do not accept any alternative method of payment.