

10.0 Fee Payment

Procedures

Payment of Fees

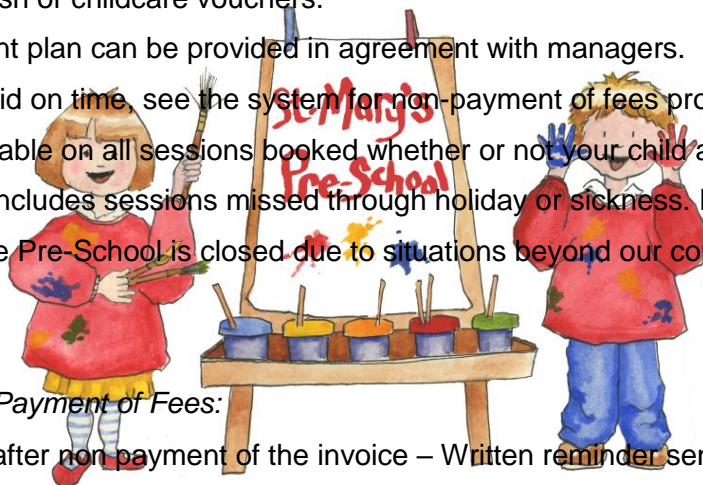
Session Fees are paid in advance and are invoiced in the first/second week of each half term. Additional services are invoiced half termly, in arrears with the exception of the final half term of the academic year. Payment of fees should be made by the date specified on the invoice.

The Pre-school accepts payment by cheque (made payable to The St Mary's Pre-School), bank transfer, cash or childcare vouchers.

A flexible payment plan can be provided in agreement with managers.

If fees are not paid on time, see the system for non-payment of fees procedure below.

Fees remain payable on all sessions booked whether or not your child attends the Pre-School and this includes sessions missed through holiday or sickness. Fees also remain payable when the Pre-School is closed due to situations beyond our control.



System for Non-Payment of Fees:

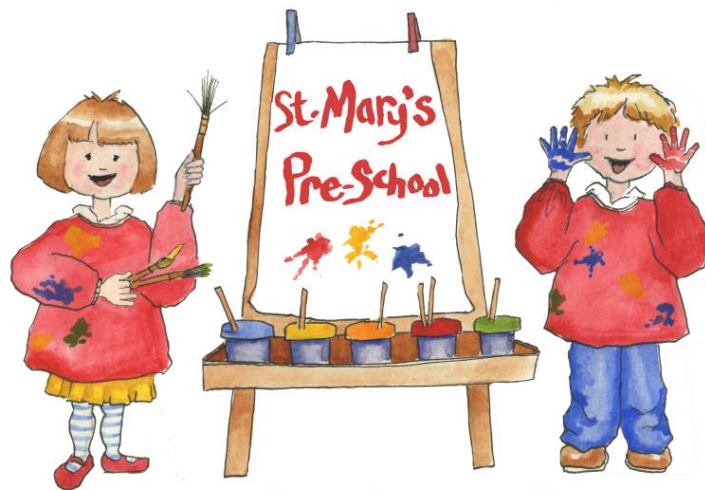
- 14 Days after non payment of the invoice – Written reminder sent to parent/carer for fees with 7 days to pay **South Holmwood**
- 21 Days after initial invoice – Final reminder sent to parent/carer for fees with a further 7 days to pay along with a formal warning from the Committee that the child's place will be withdrawn if either payment of the full outstanding amount has not been received or an agreed payment plan to pay the debt has not been put in place.
- If fees remain outstanding, the child's place will be withdrawn and re-allocated and if any monies are owed the Pre-School will start proceedings with the small claims court to recover the debt.

Parents in Financial Difficulty

Parents/carers are encouraged to speak to managers if they are likely to have any difficulty in making a payment on time. If a weekly/monthly payment plan is agreed between a family

and the Pre-School, the Pre-School reserves the right to withdraw that facility if payments are not made and the full amount outstanding will then be due within seven days of the issuing of an overdue account letter.

This policy was adopted by The St Mary's Pre-school (name of provider)
On _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the provider _____
Name of signatory _____
Role of signatory (e.g. chair, director or owner) _____



South Holmwood