



FOREST ROW COMMUNITY PRE-SCHOOL POLICY **17 FEES AND MONIES POLICY**

Fees

Parents/guardians must pay each half term fees in full on the first day of the half term that their child attends. Invoices will be sent or given out at least two weeks prior to the start of the half term. All fees must be presented to the administrator. Any fees that cannot or have not been paid in the first week of the half term should then be discussed with the administrator and/or the Chair and a decision to suit each parent/guardians individual financial needs will be made. Please note it is the parent/guardians responsibility to initiate any such discussions upon receipt of an invoice or follow-up letter.

In certain circumstances it may be possible to pay fees weekly, this must be arranged with the administrator and treasurer prior to the start of the half term. Fees which are paid weekly must be paid in full on the first day of each week. Weekly fees must be presented as the exact amount in a sealed envelope. The word 'fees', the amount, date and name of the child must be written on the envelope, a receipt will be issued.

In the event of non-payment of fees the following procedure will be followed:

- If payment is not received within 14 days of the invoice being issued, a follow-up letter will be issued asking the parents/guardians to contact the administrator within 7 days of the letter to discuss the situation.
- If no reply is forthcoming within those 7 days, a final letter will be sent to the parent/guardian informing them that they have 7 days to pay the outstanding fees.
- If no reply is forthcoming within 7 days of the final letter being sent, the chairperson will decide the following:
 - (a) whether the child's place at pre-school should be withdrawn until all fees for the half-term are paid in full;
 - (b) whether the non-payment is submitted to the County Court to recover the monies owed.
- Charges will be levied for any returned cheques..

Parents/guardians must give half a term's notice in writing before withdrawing their child from pre-school. If notice is not received it will be necessary for the payment of half a term's fees to be paid in lieu of notice. Any decrease in the number of sessions will also require half a term's notice in writing or again we will charge half a term's fees for the session/s dropped.

Pre-school reserves the right to increase fees when necessary. Due notice will be given.

Miscellaneous Monies

During your child's time at pre-school you may need to pay money to pre-school for things other than fees, for example photographs, trips, parties etc. All these monies are to be paid in the exact amount and placed in a sealed envelope on which is written the date, your child's name and what the money is for. All envelopes should be posted in the black post box on the wall adjacent to the kitchen area. The administrator will empty the box and pass any such monies to our treasurer. Should a receipt of payment be required please ensure you request this on your sealed envelope. The administrator will ensure records are kept for the relevant payments.

Date Prepared	Reviewed	Next Review
July 2001	March 2004	March 2006
Re-written April 2007		March 2008