



11. FEES AND MONIES POLICY

Fees

Fees are payable in accordance with the rates in force at the time. Invoices for non-funded and funded children are issued half-termly. 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/guardian's individual financial needs will be made. Please note it is the parent/guardian's 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 upon request.

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 - (a) Whether the child's place at Pre-school should be withdrawn until all fees for the half-term are paid in full;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.
- Additional sessions may not be booked whilst any fees are outstanding.

Sessions missed by a child due to sickness or holiday will not be refunded. We are happy to accommodate additional sessions if spaces are available but do not allow the swapping of sessions.

Notice Period

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 sessions dropped.

Late Collection Charge

Prompt collection is important for safety and insurance reasons.

Where a child is collected late, the Pre-school reserves the right to invoice the parents/carers for every 15 minutes after the end of session, or part thereof. The first 15 minute charge will be issued after 5 minutes. The first 15 minutes will be charged at £10 and each 15 minutes from then onwards will be charged at £20.

Nappies

Where nappies are not supplied, the Pre-school will invoice the parent/carer 50p per nappy.

Pre-school reserves the right to increase fees when necessary. Any changes will be advised in writing.

Updated	Reviewed	Next Review
April 2016		April 2017
	March 2017	March 2018
November 2017		November 2018

Chair of the Committee's signature:

Supervisor's signature:

Deputy's signature:

Date: