



Fyfield Pre-school Fees and Payments Policy September 2016

Fyfield Pre-school is a registered charity. It runs proudly as a not a profit-making organisation and relies on fees and Essex Funded hours for its day-to-day running costs. We rely on the prompt payment of fees to ensure that overheads can be met. The late payment of Pre-school fees is detrimental both to Pre-school and to the families involved. This policy is intended to minimise arrears to Pre-school and facilitate recovery of outstanding fee payments.

Pre-school's policy on fee notification, collection, bank holidays, unforeseen closures and arrears is summarised below:

- At the start of each half term, the Pre-school will issue an invoice to advise each parent in writing of the fees payable for the half term. This notice will specify the fee per session, the number of sessions per week that a child is due to attend and the total payment due for the entire half term.
- Pre-school fees are payable in full by the end of each month. Payments may be made by cash, bacs payment or by cheque. If any cheque is returned as non-payment the parent is liable for any handling fee levied by Preschool's bankers.
- If for any reason a family may have difficulty in paying within the month, an agreement for which payment is deferred is made at the discretion of the Pre-school committee. All such discussions will be treated in complete confidence.
- If a family has used the Pre-School's services without payment being made or if their payment has been dishonoured, the parent will be issued with a first reminder that fees are due by the end of the week. If payment is received within this time no further action will be taken.
- If a family has continued to use the Pre-School's services without payment being made or if their payment has been dishonoured, the parent will be issued with a second reminder that fees are now due.
- If no payment is received after a third written reminder, the child/children will be unable to use Pre-school services until payment has been made in full. If payment is received within 5 days no further action will be taken and the child/children may resume attendance at Pre-School

Pre-arranged extra hours: Should a family wish to have extra childcare outside their funded/invoiced hours, payment should be made in advance of the session, either by BACS or cash.

Please note: All bank holidays are classed as lost for funded children and are non-transferable or refundable. Unforeseen closures that are out of our control i.e. adverse weather are non-refundable or transferable to both funded and non-funded children as staff wages etc still have to be paid. Fees are still applicable and non-refundable/transferable when holidays are taken during term time.

We/I, parent/s ofagree to adhere to the above policy.

Signed:..... Print.....