

Meppershall Pre-school

Payment of Fees and Late Payment Procedures

Statement of intent

Pre-schools rely on a regular income to continue operating. It is in the best interests of every child that fees are paid promptly and fully so they can benefit from consistency of care and routine.

Parental Agreement regarding fees is part of the registration process completed when the child starts at pre school. This includes payment for non-attendance policy

Aim

We aim to ensure all Parents/carers are made aware of the procedures, and if fees are not paid, children will only be able to attend the NEF sessions.

Methods

Payment of Fees Procedure

- An invoice is submitted with a payment due date. A receipt will be issued on receipt of fees.
- If any parent has difficulties settling the invoice, a “payment plan” can be negotiated with the manager/committee/treasurer as appropriate. Please inform the manager/treasurer as soon as possible.
- It may be possible for parents/carers to receive help with fees through childcare tax credits, or to receive childcare vouchers in lieu of salary.
- If fees are not paid then the Late Payment Procedure begins.

Late Payment Procedure

- A reminder letter will be sent out stating that the payment of fees is now overdue and need to be paid, i.e. within one week.
- A further letter will be sent out stating that the child's place is at risk if fees are not paid.
- An exclusion letter will then be sent out stating as of xx/xx/20xx your child can no longer attend pre-school until the fees have been paid in full.
- Children will be able to attend the NEF sessions but must be picked up promptly as more debt will accumulate.
- Refusal or failure to pay a debt may result in a small claims court proceeding.