

Fees Payment Policy

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Version Control

Number	Summary of Change	Date Implemented
1.0	Minor updates and typos - separation into individual policy docs.	30/09/16
1.1	Update to increase notice period on withdrawal of a child in term	01/01/2017
1.2	Minor updates from annual review	25/07/2017

Signed:

Dated:

Fees Payment Policy

1. Parents will be required to sign an Agreement to pay fees at the point of the home visit, or where a home visit is not practical when a parent completes all initial paperwork prior to the child starting in Pre-school.

- Fees will be charged in accordance with our Offer Letter.
- Fees will be payable for all children who do not qualify for educational funding and children who attend for more than the hours they are funded for.
- Fees may also be charged for a child starting part way through a term if educational funding cannot be accessed.
- **Fees will be charged even if a child is off ill or on holiday**

If a parent is finding it difficult to pay the fees a Payment Plan may be discussed to enable the child to retain their place in pre-school. If parents do not keep to an agreed payment plan we will refer the matter on to the Church for their involvement.

2. An invoice for each month's fees will be given to the parent/carer with the date for expected payment clearly marked. **The first invoice will be given to the parent at the home visit and payment of this invoice will be required on the child's first pre-school session.**

- **All fees for the month must be paid no later than the end of that month or the child's place may be forfeited.**
- If fees are not paid as agreed in the fees agreement or following conversation with the Manager, then a formal notice will be issued with a payment date. This process will be repeated. If however the fees are still not paid, the matter will be referred to the Church Trustees to investigate further.
- Fees may be paid weekly by arrangement with the person in charge.

3. If a family is receiving benefits e.g. income support, fees may be charged at a lower rate for the second session but proof of benefit will be needed. If we have twins or multiple births etc. the subsequent siblings will be entitled to

attend their second session at half price.

4. In the case of a parent withdrawing their child from the group part way through a term a 6 week notice period (half a term) is required and fees will be charged for this period.