



Fees Policy

Procedures

- Invoices are issued at the end of the term, in advance of the new term starting.
- Fees are payable by the start of the new term.
- Reminder emails will be sent out to parents who fail to maintain payments. Anyone experiencing difficulty in paying fees should contact the administrator or pre-school manager whereby a mutually agreeable outcome will be decided upon.
- If payment is not received by the end of the first week of term, and the parent/carer has not discussed payment terms with the administrator or pre-school manager, a £20 late payment fee will be applied to the invoice.
- If fees remain unpaid with no payment plan in place after three weeks, the pre-school committee reserves the right to reduce the child's sessions until payment is received. The extra sessions will then be offered to those on the waiting list and therefore there is no guarantee that suspended sessions will be available for reinstatement.
- In the event of persistent non-payment, the pre-school committee reserves the right to issue court proceedings and/or pass the debt to a debt recovery company to recover the sum due and any related costs incurred.

This policy was adopted at a meeting of

Southmoor Pre-School

(name of provider)

Held on

(date)

Date to be reviewed

(date)

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)
