

# Fees and Arrears Policy



## Fees & Billing

The level of fees will be set by the Management Committee and reviewed annually.

Invoices are calculated termly in advance and are charged as per the number of sessions in that term, excluding bank holidays when the pre-school is closed.

Fees are due on the first day of term and payment should be made **in advance**, or in advance of the child's first session, should they start mid-way through the term.

Parents/carers may also opt to spread the cost over the term by paying monthly in equal amounts on the invoice stated due dates.

If any person is having any difficulty in paying the fees then they should talk to either the Manager or Bookkeeper/Administrator. All payment plans must be approved by the Treasurer/Committee and an agreement signed by a parent/carer.

Fees are still payable for absences due to illness or personal holidays but there is no charge for planned pre-school closures. In the rare event that the pre-school is closed due to unforeseen circumstances (e.g. severe weather conditions or power failure) fees will still be payable.

**Invoices must be paid in full by the due dates stated on each invoice**

## Payment methods

Payment should be made by bank transfer:

Account Number

Where this is not possible payment can be made by cheque, cash or childcare vouchers on prior agreement with the Bookkeeper/Administrator.

## Outstanding Fee policy

If no first payment is made or an instalment is missed, after **three days** a written reminder by post and email will be issued to parents/carers.

If fees remain overdue after **seven calendar days** and no payment plan is in place, sessions will be withdrawn with immediate effect until the payment is received in full, or a payment plan is agreed and all of the agreed instalments paid on time. Should any of the due dates of the agreed instalments then be missed the sessions can be withdrawn without notice.

A fee of £25.00 will be charged for payments not received within 30 days of the due date. An additional £5 will be charged for every additional week's delay unless a pre-agreed payment plan is being adhered to.

Once payment is received then sessions may be reinstated following negotiation with the Manager or Bookkeeper/Administrator and management committee.

The Management committee reserve the right to take legal action, if necessary, to recover any outstanding payment, additional charges may also be incurred.