

35. UNPAID/ LATE FEES POLICY

The Preschool ensures that all sections of our community have access to the setting, though open, fair and clearly communicated procedures.

- 1.0. Fee paying children - Fees are required to be paid each half term. There are no refunds for sickness. Payment will be asked for on Bank Holidays as staff training days are not done in term time.
- 1.1. Fees are reviewed annually by the registered person.
- 1.2. Any queries regarding fees should be directed to the manager.
- 1.3. If fees are unpaid the Pre-school will write to the parent or carer, requesting payment.
- 1.4. If the parents or carers are having difficulty making the payment in time we recommend that they arrange a meeting with the manager as soon as possible.
- 1.5. Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The manager may issue a formal warning informing them that continued late payment will result in their child's place at the pre-school being suspended or withdrawn.
- 1.6. If the fees remain unpaid after all the above options have been explored, the pre-school may have to cancel the child's place. Any outstanding fees at this time will be invoiced in writing with a 7 day payment deadline. If the amount remains unpaid after this date the pre-school will pursue the matter through the courts. If the need occurs to address non-payment issues through the courts, additional costs will be added to the invoiced amount.
- 1.7. One month's notice is required if you are intending to remove your child from the pre-school.

This policy was adopted by the Manager of Baptist Church Pre-school on 5th January, 2018.

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Name of signatory: June Sainsbury
Role of signatory: Manager