



Fees Payment Policy

Policy statement

Cricklade Pre-School Playgroup believes that each parent should have affordable access to Pre-School, but that parents are responsible for the payment of any fees due from this provision. Invoices will be given to parents in the first week of each term; the invoice will show the number of hours being billed, the number of free entitlement hours and the total amount due. This will include all hours booked for that term and no deductions will be made for absence.

If your child is leaving Cricklade Pre-School Playgroup, half a terms written notice must be given. When a child leaves in the middle of a term, fees must be paid for the remainder of that half term by their last day (for Government funded children transferring to another setting please ask for advice from the Pre-School Manager or Pre-School Administrator).

Payment for the current term must be made by the end of the second week of term. Outstanding fees can be paid by cash, cheque, BACS transfer, or childcare vouchers.

Late Payment and Non-Payment of Fees Procedure

As a registered charity with limited funds at our disposal, we expect Parents/Guardians to assist us with the smooth running of Cricklade Pre-School Playgroup by ensuring that all fees are paid promptly. Obviously, we appreciate that from time to time, unforeseen circumstances may occur which result in late payment of fees. This is why as a considerate organisation; we are committed to resolving payment issues with Parents/Guardians as fairly and openly as possible and have adopted the following four stage approach:

We follow these procedures to ensure a fair fees and payment structure within the Pre-School.

- Stage 1 - if payment is not made by the end of the second week that it is due, at the beginning of the following week, the Pre-School Administrator or Pre-School Manager will issue a reminder invoice.

If fees are paid within the following week, then no further action will be taken. If not: -

- Stage 2 - the Pre-School Administrator, Pre-School Manager, Chairperson or other member of the Management Committee will write to Parents requesting payment by a specific date and inviting the Parents/Guardians in for a discussion if they are unable to make payment by this date.

If a payment plan is subsequently agreed, then this will be confirmed in writing to the Parents/Guardians who will also be asked to sign and return a Payment Contract.

If no payment has been forthcoming, or a payment plan has not been agreed by the end of the second month, then: -

- Stage 3 - the Pre-School Manager, Chairperson or other member of the Management Committee will write to Parents/Guardians requesting payment/part payment by a specific date and/or a more formal meeting to discuss the situation otherwise their child will no longer have a place at the Pre-School.

If no payment at all has been forthcoming by the specified date nor a payment plan agreed in writing (as detailed in Stage 2 above), then: -

- Stage 4 - the Pre-School Manager, Chairperson or other member of the Management Committee will write to Parents/Guardians confirming that their child no longer has a place at the Pre-School because of their non-payment of fees and that the Committee reserves the right to take further steps to recover the unpaid fees and any associated costs if there are no extenuating circumstances to the contrary. Payments for fees due will be chased via debt collection and small claims courts.