

## **Payment and Charges Policy.**

### **Payments**

- All fees are payable in advance.
- All fees are payable even if the child is absent due to illness or holidays etc.

### **In the event of outstanding fees the following will apply:**

- If the fees are two weeks in arrears a letter will be issued requesting immediate payment.
- If the fees fall to three weeks in arrears then a letter will be sent informing the parents/carer that the child's place will be forfeited and offered to the next child on the waiting list, also a £5 administration charge will be added to the outstanding balance.
- The outstanding fees will still be payable.

Please note that fees and charges are reviewed at the start and in the middle of the academic year. The Pre-School will notify parents/carers in writing of any changes.

*This policy was adopted at a meeting of the pre-school held on (date).....*

*Signed on behalf of the pre-school.....*