

Procedure for the Payment of Fees

(updated 2.1.15)(reviewed 19.2.16)

- Fees are payable every month. An invoice will be issued during the first week of each month, stating how many chargeable hours per week the child attends, and the fee amount for that month.
- Payments made by cheque should be made payable to 'Stampers Pre-School', and paid to the school office, where there is a safe.
- Payments can be made directly into the Pre-school bank account by bank transfer.
- We will issue a receipt for all payments made by cash.
- We endeavour to bank all fee payments within 14 days of them being paid.
- Parents/carers are given 14 days upon receipt of invoice to pay.
- If parents/carers have not paid within 14 days they will be issued with a late payment fee. The late payment fee is £10.
- If a parent/carer is unable to pay their fees within these time periods then they must advise the Leader immediately and provide a genuine reason why they are unable to pay. In exceptional circumstances the Pre-school may agree to fees being paid by a payment plan.
- A payment plan is a plan agreed between the Pre-school and the parent/carer detailing the dates and amounts to be paid. If the plan is not adhered to by the parent/carer then pre-school will implement its procedures on late payment of fees.

Late payment of fees

- If fees remain outstanding by the end of the 14 day period required to pay, then the Pre-school reserves the right to undertake any of the following actions as appropriate:
 - Exclude the child from pre-school for their non-funded hours
 - Pursue the matter in the small claims court