

**Payment Policy**

**Aim**

Lavington pre-school aims to collect fees from parents whose child(ren) attends extra hours which are in addition the 15/30 hour free entitlement funding and the 2 year old funding.

**Method**

* Fees are invoiced termly and we ask that parents pay at the beginning of every term.
* New parents are required to pay their first invoice as soon as their child starts here at Lavington pre-school.
* Fees must be paid if the children are absent from pre-school through illness or holiday. If a child has to absent from pre-school for a long period of time, then parents should speak to the Manager who will make a decision on whether fees can be waivered.
* In cases of extreme hardship an agreement plan can be discussed and where feasible put into action. A record will be made of this agreement which parents will be asked to sign.
* If a child leaves pre-school permanently then a minimum of 4 weeks notice is required. Fees will be due up to the expiry date of the notice period.
* If fees remain outstanding after 3 weeks (and a special plan has not been agreed) then a reminder will be issued.
* If fees remain outstanding after 6 weeks then the Administration Manager will speak with the parents and an appropriate payment plan will be offered.
* If fees remain outstanding at the end of the term, then parents will be notified that the child cannot return until the balance is settled. Any extra hours that their child attends will be stopped until the arrears are paid.
* The pre-school may take the case to the small claims court as a final resort if the outstanding fees are not paid within the agreed time period.

The Manager and Chairperson are responsible for monitoring and evaluating the policy.

Reviewing the Payment Policy: The Chairperson is responsible for overseeing the annual review.

**The Lavington Pre-school Payment Policy will be reviewed on:**

**Date: ……………………………………………….… Signed: ……………………………………………………………**

**Name: ……………………………………………….. Post: ………………………………………………………………..**

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