



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 in advance and we ask that parents/carers pay by the first Friday of the term. Invoices are emailed to both named parents/carers 2- 4 weeks before the payment date.
- 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 waived.
- Payment via Bank transfer is preferable to avoid bank fees but payment can be accepted via cash or cheque. We also accept payment via Workplace voucher schemes and the Tax-free Childcare Scheme. [Tax-Free Childcare - GOV.UK \(www.gov.uk\)](http://www.gov.uk)
- In cases of extreme hardship an agreement plan can be agreed at the discretion of the Manager. 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 1 weeks (and a special plan has not been agreed) then a reminder will be issued.
- If fees remain outstanding after 2 weeks then the Office Manager will speak with the parents and an appropriate payment plan will be offered.
- If fees remain outstanding after 4 weeks, then parents will be notified that the child cannot return until the balance is settled. Any extra hours or services that their child attends/receives 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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