

ST ALBAN'S PRE SCHOOL

PAYMENT OF FEES

If you choose to send your child to St Alban's Pre School, you will be invoiced for the cost of any sessions and all agreed extras which are not covered by Government funded childcare.

The fee and payment structure of the Pre School is set out in the Prospectus.

You are responsible for ensuring that any fees are paid promptly.

We aim to ensure the financial stability of the Pre School by having a fair and consistent process for pursuing non-payment of fees.

PROCESS

You will be sent an invoice two weeks prior to a half term. The invoice will include details of the relevant sessions and lunch clubs and the rates being charged.

All invoices are due for payment by the date specified on the invoice.

If you have any concerns about a particular invoice, or how payment will be made, please contact Mrs Jackson our Finance Officer on 01625 431929 immediately in order to discuss your position.

Unless agreed otherwise, if the invoice is not paid in full within **30 days**, the Pre School will follow the following staged procedure;

- 1.** Issue an 'Overdue Account' letter asking for payment in full. If payment is received within seven days, no further action will be taken.
- 2.** If payment is not received, a second letter will be issued asking for immediate payment in full. If payment is received within seven days no further action will be taken.
- 3.** If payment has not been received, a 'Final Warning' letter will be issued.

If two or more invoices remain outstanding, we reserve the right to withdraw your child's place and to recover the outstanding costs through the court.

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| This policy was adopted by | St Albans Pre School | <i>(name of provider)</i> |
| On | <hr/> 23 rd June 2020 | <i>(date)</i> |
| Date to be reviewed | <hr/> 23 rd June 2021 | <i>(date)</i> |
| Signed on behalf of the provider | <hr/> <i>Elaine Mercer</i> | |
| Name of signatory | <hr/> Elaine Mercer | |
| Role of signatory (e.g. chair, director or owner) | <hr/> Head of Pre School | |