

FEE COLLECTION POLICY

This policy aims to give clear guidance of the finance procedures in place to ensure that Lawshall Pre-School are able to continue providing high quality, safe and stimulating services for the children within our care.

All parents/carers will be billed half termly. It is possible for fees to be paid weekly or monthly but this must be arranged at the start of each half term.

In cases of illness, full fees must be paid for the first week, and half fees for the second week. In cases of illness lasting more than a fortnight further payment will be at the discretion of the management.

Two weeks' notice must be given, in writing, prior to the removal of a child. If such notice is not given, a charge of two weeks' fees will be made in lieu. Any child not attending the pre-school without explanation for two weeks may lose their place and the pre-school reserve the right to contact the parents to enquire about the child during this time, this is our duty of care. The pre-school reserve the right to charge fees for the time of absence.

In cases of children not having been collected please refer to our Uncollected Child Policy.

Non-payment of fees of un-government funded children (in full on a half term basis) will result in the loss of a place at Lawshall Pre-School, and the following steps will be taken:-

- 1 Notification/reminder from Treasurer
- 2 Written reminder
- 3 Final written reminder
- 4 Withdrawal of place

Payments can be made in cash, cheque (made payable to Lawshall Pre-School) or on-line.

This policy was adopted at a meeting of Lawshall Pre-school

Held on (date)

First adopted on 4th April 2011

Subsequently adopted on

Updated and reviewed on 26th April 2012

16th September 2013

Signed on behalf of the pre-school

Position Held

This policy will be reviewed annually

