

Payment of Fees Policy

Fees are due in advance and payment should be made within two weeks of your invoice being issued, unless the weekly payment option has been chosen. When paying the fees under the weekly option, fees are still due in advance and payment for each session must be made before the child attends that session. Please use the slip below to indicate whether you would prefer to be billed half termly or would prefer to pay weekly in advance.

Fees can be paid by online bank transfer (account details are provided on the invoice) or by cheque. We regret that we are unable to accept cash payments for fees.

If fees remain unpaid for two weeks, then your child will not be able to attend Pre-School until the outstanding amount has been paid. If fees are unpaid for four weeks this may result in your child losing their place at Pre-School. The Management Committee reserves the right to suspend or withdraw a child's place over non-payment of fees. If there are any difficulties in paying fees you may speak with the Committee Chair or Treasurer in confidence. Fees continue to be payable if a child is absent for any reason, including illness or holidays taken in term time.

Please note, that if your child is not collected within 15 minutes of the end of their agreed Pre-School session and there has been no contact regarding this, you will be charged for an additional hour of Pre-School childcare.

If you wish to withdraw your child from the Pre-School, you must give the Management Committee four weeks' written notice. If you wish to reduce the number of hours/ sessions for which your child attends the Pre-School, you must give two weeks' written notice.

Parent/ Carer Agreement

I would prefer to be invoiced (please tick one option): Weekly in advance OR
 Half termly

I agree to the terms of the above policy (signed)

Name of signatory

Name of child

Date

Adoption of Policy

This policy was adopted at a meeting of the committee of Peasmarsh Flying Start Pre-School on Pre-School premises on:

Date:

Signed on behalf of the Pre-School:

Print name of signatory:

Witnessed by:

Print name of witness:

Agreement to adhere to policy by Pre-School staff

I confirm that I have read and understood this policy:

Name of staff member: Dawn Bull

Signature:

Date:

Name of staff member: Julie Stevens

Signature:

Date:

Name of staff member: Sarah Sturmer

Signature:

Date:

Name of staff member: Vonni Haydon

Signature:

Date:

Name of staff member: Rowena Tucker

Signature:

Date:

Name of staff member: Kirsty Satchell

Signature:

Date:

Name of Student/ Volunteer:

Signature:

Date: