



PAYMENT POLICY

Fees are payable weekly unless alternative arrangements are made with the Management Committee. Alternatives are to pay monthly, fortnightly or weekly. When registering with the childcare, parents/ carers will be required to sign an acceptance of this fees policy.

Fees paid by weekly instalments are to be paid regularly on the specified days of the week. If payments fall behind without explanation the right to pay in instalments will be lost.

Fees are due even when a child is absent, through sickness, holiday or other reason.

We require two weeks notice of the intention to withdraw a child from Pre-School and fees are payable during this period.

If the numbers of sessions are to be reduced we again require two weeks notice, during which time the original weekly rate of fees is due.

Any unexplained absence of two weeks will result in the Pre-School reserving the right to give that place to another child.

Full fees must be paid by the end of the half term. If fees fall into arrears it is not possible to hold your child's place open and it will be offered to another child.

If the payment of fees becomes a problem please speak to the Manager /Deputy Manager in confidence immediately and we will do our best to help.

Any change of fees will be notified to parents/ carers at least 4 weeks in advance. If parents/ carers fall into arrears and make no attempt to clear the debt, this will be passed to the management committee who will discuss the situation the amount due and decide whether to reclaim the money through the small claims court or debt collecting agency.

This policy adopted October 2019, signed
Director

Company Secretary

Woodcroft Pre-School and Wrap Around Care