



## **PRE-SCHOOL**

Meadow Drive, Horringer, Suffolk, IP29 5SB

Tel: 01284 735181 E: [manager@horringerpreschool.co.uk](mailto:manager@horringerpreschool.co.uk)

Charity: 1164658

### **PAYMENT POLICY**

- Invoices for fees are issued on a half-term basis
- These are generated by the Administrator, collated from information provided by the Lead Practitioner and Chair of the Committee
- Invoices will be sent to parents/carers electronically via email
- Invoices must be paid within 15 days of receipt
- Fees paid later than this 15 day period will incur a 10% penalty
- No refunds will be issued for sessions/lunch club not attended
- Should the Pre-school have to close due to circumstances beyond our control e.g. severe weather, the charge for the session will still apply
- Should parents/carers chose to take their child out of preschool in term time (e.g on a holiday) they will still occur fees for the sessions and lunch clubs their child does not attend. This is regardless of the length of prior notice given.
- If parents/carers are having difficulty paying an invoice, they should speak to the Lead Practitioner as soon as possible. The Pre-school will work with them to resolve the problem in any way they can
- If payment is outstanding and no notice has been received from the parents/carers, we will contact them firstly by telephone, then in writing and finally, a letter will be sent by Recorded Delivery
- If no payment is forthcoming within 3 months from the sending of a Recorded Delivery letter, court proceedings will be instigated
- Fees will be reviewed annually at the beginning of the academic year, market variables will be taken in to account



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- If a child late being collected, then a fee of £5 for the first fifteen minutes will occur and a subsequent £10 for every 15 minutes thereafter.
- Parents and carers will be made aware of a Voluntary Snack Payment request at the beginning of their child's enrolment through written and verbal communication. Subsequent half termly reminders will follow with your invoice.