



## ADMINISTRATION

### FEES & NON PAYMENT POLICY

#### Policy Statement

**Pre-school fees are invoiced at the beginning of each term and are due half termly in advance.**

**Parents with financial difficulties can speak to an administrator or the Treasurer, so that weekly payment arrangements can be made. The Pre-school cannot maintain your child's place if fees are not paid.**

#### Procedures

- The present fees are £ 6.70 per 2½hr session. Four weeks' notice of leaving is required, or 4 weeks fees in lieu of notice are payable. No refunds can be given for allocated places cancelled, missed sessions due to illness or holidays.
- Lunchtime fees are £3.50 and due when booking the session. Regular sessions can be paid in advance to reserve a place.
- When paying fees, money should be put into an envelope with the child's name and amount enclosed on the front. Cheques to be made payable to 'Noah's Ark Pre-school Playgroup'
- Nursery grant funded places are available for all eligible three and four year olds. Parents will be required to pay top up fees, for any remaining sessions not covered by funding during these terms.
- As the fees that are paid cover the running costs of the pre-school and part of the staff salaries, the pre-school has no option, but to have a system which ensures that these fees are paid regularly and arrears do not accumulate.
  - If you do not pay your fees the week they are due, you will be sent your first reminder letter.
  - If after the first reminder you still have not paid, you will receive a second reminder letter and a late payment fee of £5.00.
  - If after the second reminder you still have not paid, you will receive an outstanding fees letter and an administration charge of £5.00.
  - If after the outstanding fees letter you have still not paid the money owed, you will receive a second outstanding fees letter and the child will not be able to attend any future unfunded sessions until the outstanding debt is considerably reduced.

If fees are repeatedly not paid then the matter will be passed onto the management committee and in extreme cases they may have to consider the child's future at Noah's Ark Pre-school Playgroup.

Parents will be given written notification if their child's place is being withdrawn due to persistent non- payment of fees. Should it become necessary to go to court over non-payment of fees owed, court costs and administration fees will be added to the outstanding invoice.