



St. Eval Pre-school

PAYMENT OF FEES POLICY

Safeguarding & Welfare Requirements: Information & Records

The provider must take necessary steps to safeguard and promote the welfare of children. The provider must put in place a written procedure for dealing with concerns and complaints from parents & carers.

POLICY STATEMENT

St Eval Pre-school is a registered charity and as such we aim to keep fees to a minimum in order to cover essential expenses. We rely on the prompt payment of fees in order to ensure the continued sustainability of the Pre-school.

Invoices & Payments

All children will receive an invoice at the beginning of each term, or when they start at St Eval Pre-school. This will detail the sessions they are registered to attend, weekly total and termly amount payable. The invoice will also include any deduction of Education Finance claimed for that term. Invoices will not be issued for those children in receipt of Education Finance who have elected to have 15 hours or less per week at Pre-school.

Payments are to be made one week in advance.

We are now a cash-free setting, therefore fees can only be paid by bank transfer and internet banking. The following members of staff can accept you payment of Fees:

Hannah Richards – Administration

Rachael Richards – Pre-school Manager

Internet banking payments – please allow 24 hours for your payment to arrive in our bank account.

Account Name: St Eval Pre-school

Account No: 00650625

Sort Code: 20-74-20.

We accept childcare vouchers from Edenred, Computershare Vouchers, Kiddie Vouchers & Sodexo. Reference numbers can be obtained from the Pre-school office.

A Payment record is kept on a secure location on the Pre-school office computer, this details each child's individual invoice and payment record. Individual records of payments can be viewed or a printed copy provided, on request to [Hannah Richards](#).

Holidays & Additional Sessions

All registered sessions are charged even if the child does not attend for whatever reason - unless two weeks prior notice is given in writing. Any additional sessions are payable on the day of attendance.

Reminders & Debt Recovery

In the unlikely event that fees are owing Reminders will be sent for any fees more than seven days outstanding, with final reminders being sent to accounts more than 14 days overdue. Admission to the pre-school will be refused if no payment has been received on any accounts more than 14 days overdue.

Non-payment of fees will result in a place not being available, outstanding debts will be handed over to a debt recovery service.

The committee will always take into consideration any mitigating circumstances.



All Policies to be reviewed annually.

Acceptance of Policy			
APPROVAL		AGREED	
Signature:		Signature:	
Name & Position:	Rachael Richards - Manager	Name & Position:	On behalf of the committee
Date:		Date:	
Review Record			
Reviewed by:	Position:	Date:	
Reviewed by:	Position:	Date:	
Reviewed by:	Position:	Date:	
Reviewed by:	Position:	Date:	
Reviewed by:	Position:	Date:	