



## **Parent Fees Policy**

Threemilestone Pre-School is a registered charity and we rely on the prompt payment of fees in order to ensure the continued sustainability of the Pre-school.

### Invoices & Payments:

If fees are applicable, invoices will be produced monthly and a payment date shown when the fees should be settled by. A receipt will then be issued acknowledging payment of fees has been received. A payment record is kept on a secure location on the pre-school office computer to ensure that we keep up-to-date with outstanding fees. Our preferred payment method would be either direct payments or childcare vouchers, however we will accept cash or cheques if that is not possible. Our Bank details are:

Account Name:	Threemilestone Pre-school CIO
Account No.	23683559
Sort Code:	20-87-94

### Holidays, Sickness & Absences:

All sessions allocated to your child are charged for, even if they do not attend for any reason such as holidays or sickness. An exception to this would be if the pre-school is closed for any reason such as bad weather.

### Lunch Fees:

Lunch Fees are payable for the Lunchtime Club and are charged at the rate of £4.50 for a school dinner or £3.00 for a packed lunch. Invoices will be issued monthly and will show a date payment is

to be received by. Lunch Fees can also be claimed for by using the Nursery Education Funding if the full entitlement of 15 or 30 hours is not taken.

Reminders & Debt Recovery:

In the unlikely event that fees are owing, a reminder will be sent with the next month's invoice. If these fees are not paid by the date specified, we reserve the right to withdraw your child's place, or in the event of lunchtime fees withdraw this service.

If you are struggling to pay fees, we will be happy to discuss a repayment programme to fit your financial circumstances until the debt is cleared. In the event non-payment of fees is still an issue, the setting may consider Court Action against you for settlement of any outstanding debt. Interest and charges may also apply.

**This policy was adopted at a meeting of Threemilestone Preschool CIO**

**Held on**

Signed for and behalf of the pre-school

Trustee ..... (Sarah Wallis)  
Threemilestone Preschool CIO