



Earith Pre-School 7
School Road
Earith, Cambs PE28 3QB
01487 841478
earithpreschool7@aol.co.uk

Fee Payment Policy

Policy Statement

At Earith Pre-School we are aware that families have varying financial constraints and we will endeavour to support families if we can. Please speak to the manager or chairperson as soon as possible about any difficulties in paying fees.

Earith Pre-School Fees:


£4.80 per hour

- Fees are payable half-termly and invoices are sent out in the first week of each half-term.
- Payment should be made by internet banking or giving cash or cheque payment to pre-school staff in a clearly labelled envelope, marked with your child's name and the amount paid.
- There is a 4 week notice period. Fees for this time will still be charged.
- If parents/carers experience temporary difficulties in paying their invoice, additional arrangements can be discussed and agreed with the committee, such as spreading the payment monthly etc.
- Failure to pay, or communicate, with the committee will incur an administration fee of 15%.
- Earith Pre-School reserves the right to withdraw the child's place (including lunch club but excluding government funded sessions) if fees are not settled within the agreed time.
- In the unlikely event that fees that haven't been settled for prolonged period of time, matters will be resolved in small claims court.
- Please note that there is no reduction in fees if a child is absent due to holiday or illness.

This policy was adopted by	Earith Pre-School 7	(name of provider)
On	<u>06 August 2020</u>	(date)
Date to be reviewed	<u>05 August 2021</u>	(date)
Signed on behalf of the management committee		
Name of signatory	<u>Nathan Vingoe</u>	
Role of signatory (e.g. chair/owner)	<u>Chairperson</u>	



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This Policy was reviewed	<hr/>	02 August 2021	(date)
Date to be reviewed	<hr/>	01 August 2022	(date)
Signed on behalf of the management committee			
Name of signatory	<hr/>	Nathan Vingoe	
Role of signatory (e.g. chair/owner)	<hr/>	Chairperson	