



Earith Pre-School 7
School Road
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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:

£5.75 per hour for 2, 3 and 4 year olds

- 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 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.

Policy Review date	September 2025
Next review due on	September 2026
Signature on behalf of provider	
Name of signatory	Deborah Young
Role of signatory	Chair person of committee