



Registered Charity Number: 1023883

Procedure for Payment of Fees and Late Payment Procedure

Barton-le-Clay Pre-School relies upon a regular income to continue operating. It is in the best interests of every child that fees are paid promptly and fully so they can benefit from consistency of care and routine.

Parental Agreement that fees will be paid is sought after on the Contract when the child begins attending.

All parents are made aware of the procedure.
Children will be able to attend the NEF sessions.

Payment of Fees Procedure

- A bill is sent out with a payment due date. A receipt will then be issued.
- If any parent has trouble paying this bill, a payment plan can be agreed upon the discretion of the manager/committee/treasurer. Please let us know as soon as possible.
- It may be possible to receive childcare payment help through childcare tax credits.
- If fees are not paid then Late Payment Procedure begins.

Late Payment Procedure

- A reminder letter will be sent out stating that the payment of fees is now overdue and need to be paid as quickly as possible i.e within one week.
- Another letter will then be send out that states your child's place is at risk if fees are not paid.
- An exclusion letter will then be sent out stating as of xx/xx/2010 your child can no longer attend pre-school until the fees have been paid in full.
- Children will be able to attend the NEF sessions but must be picked up promptly as more debt will accumulate.
- Please be aware, refusal or failure to pay a debt may result in a small claims court proceeding.



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