**Broughton Pre-school**

**Policy of the payment of fees**

* Fees are charged on a monthly basis, at a standard hourly rate, for the number of hours that a child attends. Breakfast club and after school club are charged a fix rate.
* Fees are charged per child and bills issued accordingly.
* Bills are issued on an invoice which must be only issued and altered by the Secretary or Senior Pre-school Staff.
* Bills are to be sent out at the beginning of the relevant month and due date for payment is the middle of the month, and a request that bills should be paid promptly.
* Bills may be paid by direct debit or child care salary sacrifice vouchers by prior arrangement.
* If a bill is not paid by the required date a statement will be sent out by the Treasurer, asking for payment within 7 days.
* If payment is still not received after the 7 day period, reminder letter (stage 2) to be sent out by Treseaurer, with a charge of 10% of the outstanding fees applied.
* If, after stage 2 letter, the bills remains unpaid, the child(ren) may be removed from Pre-school and the Place(s) reallocated.
* Full Payment is required even if Child is absent due to illness or holidays.
* One months full payment is required if the child is withdrawn from the setting or the child’s hours are reduced or changed.