

# **MATLOCK PRE-SCHOOL PLAYGROUP**

## **PAYMENT AND COLLECTION OF FEES POLICY**

Fees are payable on a half term basis and each school year consists of 6 half terms. Parents are notified of the required fees via email before the start of each half term.

Payments can be made with exact cash, cheque, Direct Bank Transfer or through a voucher scheme and must be paid to playgroup by the due date as stated on the invoice.

Parents are advised to ensure that all payments are clearly marked with their child's name.

Parents are advised that cheques should be made payable to "Matlock Pre-school Playgroup Association".

Parents are advised that if they wish to use a voucher scheme to contact our placement secretary.

Receipts will be provided if requested.

Fees are payable regardless of whether your child is able to attend or not i.e. holiday or sickness. We also require 4 weeks written notice before withdrawing your child from our sessions. If notice is not given we reserve the right to charge for a maximum of 4 weeks. This also applies to children in receipt of the nursery funding.

If a child starts mid-term, with exception to agreed session payment to secure a placement, the fees will be calculated and adjusted accordingly by the Subscriptions Treasurer.

Fees will be emailed to parents before the start of term. The bill will contain all relevant information regarding payment and include a return payment date.

Failure to pay before the requested time will result in a reminder being issued with a further 7 days to pay.

Parent will be informed that their Child/ children will not be able to attend playgroup/ lunch sessions if payment has not been received in full within the following 7 days - week 3 of that term.

If payment still has not been received the following week parents/ carers will be notified that their child's place has been allocated to a child on our waiting list due to failure to pay the fees.

For anyone having difficulties with payments please speak to our Manager Liz Neil 07792353802 without delay to discuss a possible alternative payment plan.