



## PAYMENT OF FEES POLICY

### Statement of intent

Windsor Kindergarten values its relationship with parents/carers and is sympathetic towards any difficulty in paying their child's fees. However, we are unable to function effectively without these payments.

### Aim

We aim to help parents/carers to pay all fees due to us by offering an agreed flexible payment system and following a fair procedure.

In order to achieve this aim, we operate the following non-payment of fees policy:

- Parents/carers will be issued with an invoice before the beginning of each term detailing the fees due.
- Payment should be paid prior to the term beginning (unless paying via Childcare Vouchers, where equal payments should be spread across the term).
- All cheques should be made payable to S & S Education Ltd and sent to 38 Cambridge Park, East Twickenham, TW1 2JU or transferred directly into our account S & S Education Ltd., Bank: Santander: Sort Code: 09 01 27, Account Number: 39891138
- Fees remain payable should a child be absent for any reason.
- The notice period is one term in writing. One term's fees become payable should insufficient notice be given notifying us that your child will be leaving the Kindergarten.
- If payments are late, a reminder invoice will be issued.
- If after two weeks, the invoice remains unpaid, the invoice will be reissued and a 5% surcharge added to the invoice.
- If fees are still not paid admission will be refused and procedures to recoup the money will begin at the Small Claims Court.
- Should a parent/carer have problems paying their child's fees on time they should speak in confidence to a manager or the Director (Sangeeta Gardiner).

Windsor Kindergarten thanks you for your understanding and will do all they can to avoid the above situation. However we are not able to function effectively without all payments due.

This policy was adapted by -

The Director, Managers and Team of Windsor Kindergarten

Date -

September 2017

Date to be reviewed -

September 2018

Name of signatory -

Tanya Webber