



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 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 each month detailing the fees due.
- Payment can be paid monthly via Standard Orders, Childcare Vouchers or Tax-Free Childcare Vouchers.
- Fees remain payable should a child be absent for any reason.
- The notice period is one term in writing (children who attend term time only) or 12 weeks (children who attend all year round). 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.

Windsor Kindergarten thanks you for your understanding and will do all they can to avoid the above situation.

Policy reviewed August 2023