



Fee Payment Policy

Opening Hours

St Paul's Preschool is open from 8.30 until 15.00 Monday to Friday term time only.

The preschool will be closed on all Public Holidays and on Election days when the hall is required to be used as a polling station. You will be notified of any extraordinary closure days with as much notice as possible.

We are open for 38 weeks per year and we operate as closely as possible to school term dates for your convenience.

Our regular newsletters give dates of closures.

Preschool Fees

Fees are currently £4.00 per hour.

All fees are invoiced at the end of the month in arrears. Monthly fees include all absent time from the preschool, fees are payable for booked days and not actual attendance.

Fees are due to be paid within 7 days of the invoice. Late payments will incur a charge of £5.00 per week for administration purposes.

We are happy to discuss payment methods with you privately and also give help and advice on any funding that you might be entitled to. Fees can be paid weekly or on a pay as you go system.

We accept cash or cheques made payable to St Paul's Preschool. We review and implement price/fee increases on an annual basis.

We will provide one half term's notice of any fee increase or changes to the ways that fees are calculated.

We reserve the right to charge interest on any fees that are not paid within the 7 day

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period and the right to take appropriate legal action to recover any unpaid fees.

We may ask you to take your child out of the preschool if you do not make payment in accordance with these terms.

Late payment of fees

Fees should be paid within 7 days of the payment date given on the invoice.

If payment is not made within this timescale a reminder will be sent to the parent/carer asking for payment to be made payment should be received within 7 days or the parents need to speak to the Manager or the Treasurer.

If fees continue to be outstanding the parent will be sent a further letter asking for fees to be paid within 14 days upon receipt of the letter or proceedings through the small claims court will be instigated to reclaim the outstanding amount. Parents will also be asked to withdraw their child until the outstanding fee is paid. Any child who is receiving Nursery Education Funding will be able to remain at preschool for their funded hours only.

Should a problem arise concerning payment of fees parents should speak to the preschool manager or the assistant manager as soon as possible to enable the preschool to come to an agreement regarding payment. Confidentiality will be assured.

St Pauls Preschool reserves the right to terminate the contract without notice in the event of unsuitable behaviour by parents/carers or non-payment of fees following the non-payment procedure. At all other times one months notice in writing will be given.

If you wish to terminate your contract with St Pauls Preschool one months notice in writing is required.

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Approval by the Management Committee:	
Signed:	
Chair:	
Date:	
The next review by the Management Committee will be:	

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