

Preschool debt/nonpayment off fees/invoices policy

Policy lead – Beth Hennessy

Payment of Fees Terms and Conditions (as set out in the Preschool Parent Handbook)

Huntington Under 5's Pre-School is a Not-for-Profit Organisation. We are a registered Charity that relies upon prompt payment of fees to keep the setting running effectively. Non-Payment of fees will jeopardise the future of the Pre-School.

Invoices will be sent out 2 weeks prior to the half term commencing.

Parents will receive 6 invoices per year. 2 Autumn term, 2 Spring term and 2 Summer term.

Payment is required 21 days from the date of the invoice. If payment is not received by this date, then a reminder invoice will be sent giving a further 7 days.

Non-Payment after the reminder will result in no admittance into the setting for your child until full payment has been received. If payment is still not received within a further 7 days, then your child's place will be cancelled. Further attendance will be subject to an Administration charge for a child to be re-instated.

If at any time parents feel that you wish to discuss alternative payment options prior to your payment deadline, please feel free to contact the Business Manager via email at admin@huntingtonunder5s.org

Registered Charity Number: 1168063