

Uplyme Preschool

FEES POLICY

The Pre-School, as a registered charity, is legally obliged to account for all income and expenditure and has legal responsibilities as an employer. The group asks for the prompt payment of fees to enable wages to be paid regularly, accounts to be kept accurately and financial forecasts to be made and will encourage this by:

- Providing parents with a bill each half term, which should be paid within 28 days of receipt. Any problems or queries should be discussed by parents solely with the Administrator who must respect confidentiality.
- Parents are asked to choose sessions for the term and sign for those hours. We budget and plan staff around these number so ask that parents do not alter the chosen session during the term.
- Allowing further alterations only within the first week of term, otherwise the bill should be paid as prepared.
- If an account is not paid by the end of the half term, it will be added to the invoice for the following half term. If the invoice is then not paid in that half term, a debt letter will be sent informing the parent that the debt will be taken to the committee. The committee will then decide whether to take further action in order to recuperate the outstanding amount.
- Maintaining that fees should be paid regardless of attendance, although in exceptional circumstances a payment plan or reduced rate might be considered following approval by the Committee.
- Sessions required over and above the 15 or 30 Government funded hours are charged to the parent at an hourly rate.
- Payments should be made to Uplyme Pre-school and can be made through the bank. Bank account details are on all invoices.

This policy was adopted at a meeting of	<u>Uplyme Preschool</u>	(name of provider)
Held on	<u>20th October 2021</u>	(date)
Date to be reviewed	<u>Oct 22</u>	(date)
Signed on behalf of the management committee	<u>Kayleigh Beddows</u>	
Name of signatory	<u>Kayleigh Beddows</u>	
Role of signatory (e.g. chair/owner)	<u>Chair</u>	