

Little Stars Pre-school

Payment Policy

Little Stars pre-school does not ask parents/carers for administration fees or deposits when they join our pre-school as we rely on our parents/carers to honour our payment policy as written below.

- If your child is absent from pre-school for any reason, pre-school sessions and lunch sessions still have to be paid for in full.
- If at any time you decide to cancel your child's place at the pre-school for any reason, you must give **ONE MONTHS PAID** notice in term time. This applies to both funded and non-funded children.
- If you are late picking up, a charge of £2.50 per 10 minutes will be charged.
- There are four payment options, Cash, Cheque, Direct Debit or Bank Transfer. Payments made by cash or cheque need to be in a sealed envelope with your child's name, amount enclosed and what the money is paying for written clearly on the front of it i.e. lunches or fees. Payments should be handed to Julia or Jade. If you choose to pay your invoice by Direct Debit or Bank Transfer please ensure that you use your child's name as the reference to enable me to track your payment from the Bank Statements. Pre-school Bank details are:
HSBC
Little Stars Pre-school
Sort code - 40-45-26
Account number - 61519913
- All invoices are to be paid promptly unless an arrangement has been made with Jo Mengham. If invoices cannot be paid in full at the beginning of each half term the pre-school asks that fees are paid weekly or monthly. All fees are to be paid in full by the end of each half term.
- If fees remain unpaid and monies owing to the pre-school accumulate, it is our policy to inform parents that their child will not be able to attend pre-school until their fees are paid in full.
- If paying fees by vouchers please ensure that full payment is made before the end of each half term.

This policy was adopted by Little Stars Pre-school

Date...01.03.17

Signed on behalf of the pre-school.....Jo Mengham

Role of signatory....Owner

This policy is to be reviewed...March 2018