



Payment of Fees and Late Payment Policy/SOP

Ardley Hill PreSchool & STAR club rely on a regular income to continue operating. It is in the best interests of every child that fees are paid promptly and fully so they can benefit from consistency of care and routine.

Parental Agreement regarding fees is part of the registration process completed when the child starts. This includes payment for additional sessions booked but not attended, in line with the agreed terms and conditions.

(NB the statements in blue relate to PreSchool parents only)

Payment of Fees Procedure

- An invoice is submitted at the beginning of every month for the following month.
- Payment is due within 30 days.
- Payment can be made by cash, cheque (payable to Ardley Hill Academy) or by bank transfer (details available upon request). If paying by bank transfer or Childcare Vouchers please ensure you clearly state if it is a STAR club or PreSchool payment and state the child's name.
- It is the parent's responsibility to cancel any STAR club booking if your child is due to attend a school trip.
- If any parent has difficulties settling the invoice please inform the manager as soon as possible.
- If fees are not paid then the Late Payment Procedure will be applied.

Late Payment Procedure

- If you have an overdue balance on your invoice a reminder letter will be sent out with your next invoice. You will have 3 days to pay the brought forward amount.
- If payment is not made within 3 working days a red reminder letter will be sent out stating that your child's place is at risk if fees are not paid. (additional to NEF hours)
- If the overdue balance has still not been paid by the date stated on the red reminder letter your child's places will be suspended until payment is made in full.
- Refusal or failure to pay a debt may result in small claims court proceedings.
- If you incur an overdue balance on three monthly invoices within a year, this may result in your child's place being automatically suspended.
- PreSchool, STAR club and Holiday Club follow the same debt procedures therefore if you have a debt in any of these you will not be able to access the others.
- PreSchool children will be able to attend the Nursery Education Funding (NEF) sessions but must be picked up promptly as more debt will accumulate

Please sign to confirm you agree to the terms and conditions stated in the Payment of Fees and Late Payment Procedures policy.

Child's Name: _____

Parents Names: _____

Parent's signature: _____

Date: _____

Policy revised September 2015