



Payment of fees policy

Fees are calculated monthly in advance and payable within 7 working days of the monthly invoice.

Fees must still be paid if a child is absent. If a child is going to be absent over a long period of time, this should be put in writing and discussed with the manager. Occasional holiday absence of no more than 2 weeks in any one year (April-Mar) will not be charged provided we are given a minimum of four weeks written notice. If a child cannot attend a particular session, **the session can not be transferred.**

Tariff Breakfast including food from 7.45am-8.45am costs £5.00, 8am - 8.45am costs £4.00. After school from 3.30pm-4.45pm costs £4.60, from 3.30pm-6.00pm costs £8.90. From 4.45pm-6.00pm costs £4.60.

If you have opted to collect before 4.45pm and you are late picking up your child, you will be charged £8.90 for the whole session. **If you are late after 6pm - fixed £10 fee after 6.30pm fixed £20 fee will be applied.**

Late/non payment of fees

Non - payment of fees may result in a child losing their place at Kidz Star Club

- Monthly invoices are payable on the 15th of the month, a reminder will be sent.
- **£5 will be added to your invoice if you are one week late after the 15th of the month (due date)**
- If you have a pre-arranged weekly payment plan, you must continue to pay weekly.
- When parent/carer has genuine financial difficulties, every effort will be made to reach a mutually acceptable arrangement of repayment.
- If two invoices remain unpaid without contact then you will be sent a letter requesting payment within 7 days or contact within 7 days. The Head teacher will be informed and your child will be de-registered from the club until the debt is cleared. If you would then like your child to attend Kidz Star Club again you will need to clear the debt, complete a new registration form and pay the £5 registration fee again.
- **As a last resort, if no response or monies are received, proceedings may be issued to seek recovery of the outstanding amount through the courts.**

Registration fee

A registration fee of £5 per child is charged when a child is registered with Kidz Star Club. This fee is to cover clerical administration costs and is non-refundable.

Payments

Please make a BACs transfer to Bank account number 3260 2014 sort code 560049 or a cheque made payable to Pippins pre-school. Please put all cash in a sealed envelope with your child's name clearly marked on the front, with the date and the amount inside the envelope and hand this to the playworker.

Cancelling you place

KSC requires four weeks notice period to cancel any place or stop a session.

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Thursday 22nd October 2020

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chairman etc.)

Chairman

Commenced 2011 - Reviewed 22.10.2020