



## **Payment Policy**

The Committee and Manager of Corby Glen Preschool have discussed and decided that a payment policy needed to be in place so that all parents and carers are aware of how bills are broken down, how they will be calculated, also how any other matters attaining to payment may be dealt with.

Corby Glen Preschool is an caring setting who has the child and parents best interests at its centre, therefore encourages parent to speak to the Manager in confidence at anytime with concerns over fees and payments, and where possible the most desirable outcome for all will be reached in the strictest of confidence,

### 1. Invoicing and Billing

- Invoices will provided to parents by email on or before the 1<sup>st</sup> of the month, whichever falls on a Preschool session.
- The bills will be broken down and where children are funded this will be found on the bill for parental information.
- Bills are to be paid within 7 days.
- After 7 days, a reminder email will be sent and parents/carers need to either pay by the 14<sup>th</sup> day or speak to the Manager regarding a payment plan being put into place.
- On the 14<sup>th</sup> day (of the month or nearest to that) an email will be given to the parents/carers to say the child cannot return to non-funded sessions until the outstanding payment has been cleared.
- Parents can pay weekly, so long as it is still a month in advance .i.e. the total is £100 per month, the parent can pay however much or little as long as the £100 is paid in full before the beginning of the next month.
- This cost of any banked cheques that are returned to Preschool will be passed onto the parent/carers.

### 2. Snow /Sick/Holiday

- Holidays – Parents can take as many holidays as they wish and will not have to pay for the time off, so long as a holiday form is filled in 4 weeks in advance. After this time it is difficult to rearrange staff. Plus, on the new billing system, parent's bill for the next month can account for the holidays that the child will not be in setting.

- Snow Days/Emergency Closure – When the preschool decides to close due to unforeseen circumstances, the child may be able attend an additional session, after discussing with the Manager or a member of staff when the sessions are available.

3. Non – Payments

- In the first instance, parents/carers will be approached to discuss the matter.
- The outstanding balance will be discussed and a payment plan reached.
- There may be additional costs to be added to the monthly payment if the child remains in setting between the date of the meeting and the end of the payment period.
- As part of the payment plan, the parent/carer may decide to look at altering the days their child attends setting.
- If a payment plan cannot be reached and payment is not received then the Chair could make the decision not to allow the child to attend the setting until such time that the bills are paid in full. Or if the child is entitled to EYE funding they may be able to attend but only for their funded periods.

This policy has been adopted by Corby Glen Preschool.

*Signed on behalf of the preschool by:*

..... (Chair)

.....(Treasurer)

.....(Manager)

Date:

Review Date: