# MPj04394690000[1]**St. George Preschool CIO**

# **Non-payment of fees policy**

# **Statement of intent**

# It is the settings intention that arrears in payments of fees do not occur. **Fees are payable in advance termly.**

# **Aim**

# It is our aim to ensure that parents meet their financial obligation to the setting, and to assist those who are experiencing difficulties in meeting those obligations.

# **Method**

# If arrears occur in anyone’s fees the following procedure will take place:

* A letter will be sent by the manager to the parent advising them of the amount of the arrears owed to the setting.
* If arrears remain outstanding the Management Committee will be informed.
* The Management committee will send a final letter.
* If arrears are not paid, a meeting will be arranged between the Management Committee and the parent to discuss the matter. The parent may have a friend or relative at the meeting if requested.
* The parent will be given the opportunity to pay the arrears on mutually agreed terms.
* The pre-school reserves the right to withdraw childcare if there is non-payment of monies owed.
* Appropriate steps will be taken to recover the debt.

**SUPPORT WITH CHILDCARE COSTS**

For further information, and to see if you can claim support with childcare costs, please have a look at these web sites:

<https://www.bristol.gov.uk/residents/schools-learning-and-early-years/early-years-and-childcare>

<https://www.bristol.gov.uk/residents/schools-learning-and-early-years/early-years-and-childcare/help-with-childcare-costs/15-and-30-hours-free-childcare-for-three-and-four-year-olds>

<https://www.childcarechoices.gov.uk/>

<https://www.gov.uk/help-with-childcare-costs>