

GREAT CHISHILL NURSERY SCHOOL
PROCEDURES
FOR NON PAYMENT OF
FEES

Fees are payable for every day on which a child is registered to attend and is not waived for illness or holiday.

Bills for payment of fees are issued at the start of each half term.

Bills should be settled by a set date.

If bills are not paid one week after the requested date a gentle, written reminder is sent. This includes an invitation to discuss the payment.

Parents finding it difficult to meet the payments in time have the opportunity to discuss the situation confidentially with the manager. Through this discussion a mutually agreed payment method can be devised.

If after two weeks of non-payment the bill is still not settled and the parent has not requested to speak, a late fee of £10.00 will be added for each week that the bill remains unpaid.

Giving notice to leave

A notice period of a complete half term is required prior to a child leaving the Nursery. This notice must be given in writing to the manager. Failure to give notice will result in liability for fees for the half term after the child has left.

Signed :

Date: