



## **Payment and Arrears Policy**

### **Early Years Entitlement Funding**

Early years entitlement is available for thirty eight weeks per year. (Divided into three terms according to term dates) Usually 12 weeks in the Spring term, 12 weeks in the Summer term and 14 weeks in the Autumn term.

### **Hourly rate / Additional hours**

Children not claiming Early Years Entitlement, or if a child attends more than 15 hours per week, you will be charged at the normal hourly rate

### **Late / non payment of fees**

Non – payment of fees may result in a child losing their place at Morchard Bishop Pre-School at the discretion of the head teacher

- Half termly invoices are payable within 7 working days of issue in advance.
- to Parents/carers will be spoken face to face then a reminder will be issued if fees remain unpaid one week after the due date. This will include the amount outstanding and a new payment 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.
- 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. Non payment may result in your child losing their place at Morchard Bishop Pre-School at the discretion of the head teacher.

This Policy was adopted by

DJP

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Date to be reviewed

June 2017

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Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

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