

10.10 Billing and payments

Policy statement

It is our aim to produce clear invoices that state exactly what is being paid for as well as how many funding hours have been claimed, we will ensure payments are collected promptly so that the running of our setting is not affected.

Styvechale Grange Preschool does not charge for consumables.

Procedures

- *Invoices will be sent out before the beginning of each month and payments will need to be paid by the 1st in advance of sessions being used.*
- *Bank holidays and planned school closure days will not be charged for.*
- *If your child is absent you will still be charged.*
- *We reserve the right to charge for sessions if we have to close for safety reasons beyond our control.*
- *Late payments may result in an extra charge and if further attempts to collect payments fail your child's place may be withdrawn.*
- *We require a terms notice of any changes to sessions and the notice period will need to be paid for in full.*
- *The cost of sessions will be fully explained before children register with us.*

This policy was adopted by

Styvechale Grange preschool

On

1/892026
