

11.11 Payment of fees

Policy statement

Robin Preschool is a charity and relies heavily on prompt payments after an invoice is issued.

Procedures

Payment can be made by bank transfer to the following account:

Account Number – 01484745

Sort Code – 40-26-31

Cheques are to be made payable to **Robin Preschool**. Childcare vouchers are also accepted.

If you would like to pay by cash, please put the amount in a sealed envelope with the payment slip and hand to either Kelly Crozier or Teresa Juggins. Please note we can only accept a maximum cash payment of £200 at a time.

Constant late or non-payment of fees will result in children only being able to attend the Preschool for their funded hours until the balance has been paid in full.

If your child is not funded, they will be unable to attend until the outstanding amount has been paid.

This policy was adopted by	_____	(name of provider)
On	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	

Last Updated 11/03/2023

To be updated again on 11/03/2024