



Martlesham Playschool, At Gorseland School, Deben Avenue,
 Martlesham, IP5 3QR
 Kesgrave Playschool, Millennium Jubilee Hall, Millennium Way,
 Kesgrave, IP5 2EN
 Tel : 01473 625986
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PLEASE DO NOT REMOVE

LATE/NON-PAYMENT OF FEES POLICY

Fees are either grant funded by the government or paid privately by parents/carers.

If parent/carers inform us that they are experiencing difficulties in paying fees we aim to liaise with them to offer alternative payment arrangements.

- 1 Parents are invoiced at the start of each half term advising them of the fees payable.
- 2 Fees should be paid by the end of the third week of each half term at the latest.
- 3 At the end of the third week a reminder will be issued.
- 4 We ask parent/carers to advise our Business Manager of any difficulties they may be experiencing in regard to payment of fees.
- 5 We can offer payment plans which would be agreed according to circumstances.
- 6 A late fee of £10 will be added to the outstanding fees if payment is not received by the end of the fourth week of each half term.
- 7 If, at the end of the current half term, no payment has been received we will have no option but to terminate the child's place until full payment has been made.

This policy was adopted at a meeting of	Martlesham & Kesgrave Playschools	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)