



The new montessori pre-school

The Methodist Church, Tarring Road, Worthing BN11 4ET

Call: 01903 535 412 Email: info@thenewmontessoripreschool.org.uk

Policy Payment and Debtors

(updated 18.07.12)

As you will be aware, our pre- School is a charitable non-profit making organisation and therefore do not have huge reserves of money. It is important that we are able to forecast all of our income and expenditure, and for this reason, **all fees are due in advance** and can normally be paid termly or half termly or weekly.

This statement of intent is set out to ensure all persons involved with our Pre-School understand our payment procedures. We want all families to feel welcome and we believe that all children have the right to a high quality Montessori education.

Aims

- To ensure your child's days are securely booked.
- That staff and families work and learn together to benefit the smooth attendance of their child.
- Provide correct charges for services used.
- Liaise with parents/guardians to be flexible in line with their financial situations.
- Support parents and provide information regarding additional help available from Government incentives.

Methods

In order to achieve this, our pre-school will:

- Not put into progress a Registration Form without the non-refundable Administration Fee being paid first.
- At induction fully inform parents/guardians of the fee and payment structure of our pre-school ensure that the Terms and Conditions have been read/understood and signed.
- Issue an invoice to parents prior to fees being due. The invoice will give details of the hours and sessions due to be paid.
- If a payment plan has been agreed between a family and our pre-school, we reserve the right to withdraw that facility if the agreed payments are not being made.

Charity Number 1086853
Company Number 3908382
www.thenewmontessoripreschool.org.uk



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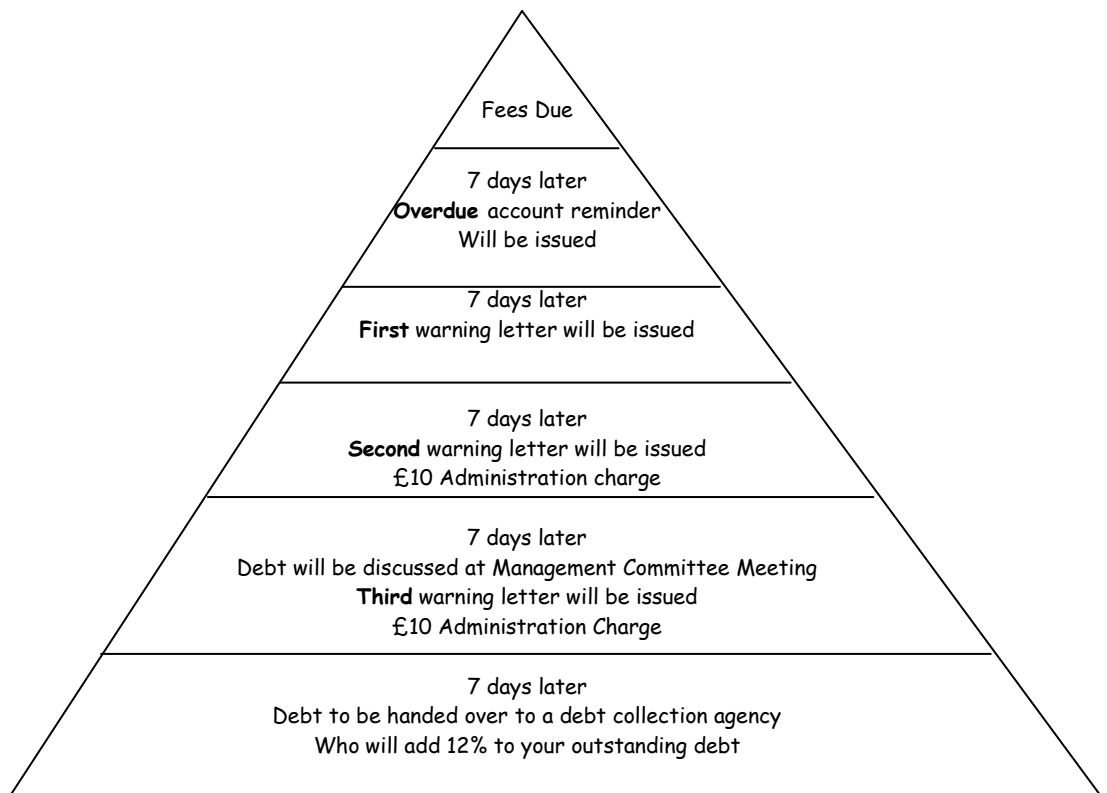
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- If for any reason a parent/carer expects to be unable to make payments, please discuss this **immediately** with our School Manager/ Classroom Manager or Fees administrator. **Not our classroom staff.**

In the event of a family not honouring our terms and conditions and not providing payment for services given the following procedures will apply.



Note: Failure to pay the debt collection agency may harm your credit rating and affect your ability to borrow money, including mortgages and credit cards, in the future. We therefore only pursue this option as a last resort and would ask you to talk to us first if you have any difficulty in paying your child's fees.

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