

## Fees Policy

Before a child is offered a place, parents will sign a parent / carer contract agreeing to pay the fee's, when invoiced, at the current rate.

In the event, that parents may find it difficult to pay fees, they must notify the Management Team immediately.

Non-payment cannot be tolerated - unfortunately this would result in the loss of the child's place.

In the event of non payment the following procedures will be followed:

- **Stage 1 - A verbal reminder and fees statement will be given by the Leader**
- **Stage 2 - A formal reminder will be sent by the Management Team and a meeting will be setup with the Management Team reminding parents of the terms and conditions, and contract they signed.**
- **Stage 3 - If no payment has been received after 4 weeks from the due date, or no alternative arrangement made for payment, the Management Team will regretfully withdraw the child's place.**
- **Stage 4 - Jimmy Grimboll's will take legal proceedings to recover fees.**

**Confidentiality will be maintained at all times.**