

#### **4.5 Payment Policy St Gregory's Childcare Trust**

##### **Aims**

It is the policy of the St. Gregory's Child Care Trust to ensure that all charges for its services are clearly stated. The Trustees will provide the necessary information and make this available to all parents.

It is our policy that nursery, pre-school and kids' clubs charges will be paid in arrears, although if this creates a difficulty, parents may contact the group manager who will ask the trustees if other arrangements can be made.

All groups within the trust require three weeks notice when giving up their place.

In nursery and preschool, if money is owing and arrangements to pay are not made, then only government funded sessions will be offered.

**Actions:** In order to achieve this

##### **Staff will :**

Ensure a receipt is given for any cash paid

##### **The Trustees will:**

- Ensure that this policy is understood and practised by all connected with the Trust.
- Annually review and, if necessary, revise the policy.
- Publish a schedule of fees for each of the groups in the Child Care Trust

##### **The Management Committee will:**

- Give each parent a copy of the schedule of fees
- Arrange for problems with payment to be reported to the Trustees.

##### **Parents will:**

- Book places in advance
- Pay pre-school, nursery, afterschool club and holiday Club fees promptly
- Inform the manager of any problems with payment
- Give the manager at least three weeks' notice before giving up a place within the Trust.

Updated August 2019