



Late Fee Payment Procedure.

All sessions booked must be paid for in full. For after school bookings the earliest collection charge will apply.

Owing to the additional high costs to the Club, £1.00 per minute per child is charged for any child not collected by 6pm.

Invoices will be sent out at the end of each month.

If payment is not received the following procedure will be followed.

1 week after invoice – an email reminder will be sent.

3 days after reminder – an invoice will be sent with a late fee of £5 in addition to the owed amount.

1 week after reminder – a letter will be posted with an additional late fee of £5 and saying immediate payment is needed to secure place

1 week later – if payment still not received then a letter will be posted giving date for withdrawal of place

This procedure will be followed unless there is a genuine explanation for late payment.

This policy was adopted at a meeting of St John's Pre-School, Kids Club Ely and Breakfast Buddies on 20th October 2013 (Review October 2014)

Signed _____ Dated _____

Review date: _____ Signed: _____

Review date: _____ Signed: _____

Review date: _____ Signed: _____