



Mês Bach - Little Acorns  
Child Care  
Brongwinau, Comins Coch,  
Aberystwyth, SY23 3BQ.  
Telephone 01970 626284;  
[enquiries@mesbach.co.uk](mailto:enquiries@mesbach.co.uk)



## FEEES PROCEDURE

### Nursery

16<sup>th</sup> June 2010

Booking must be made half termly.

Fees must be paid regardless of whether the child is in attendance. A reduction of 50% will be made for holidays if prior warning has been given at least 4 weeks in advance.

Your child should be collected by 12.00 noon, 3.30pm and 6pm. A surcharge of £5.00 will be added to your bill for every 15 minutes after the time your child should be collected.

Fees are paid upon receipt of a childcare invoice. Fees may be paid weekly by arrangement with the Manager/Treasurer. A record payment sheet will be kept and signed.

Invoices are issued half termly by the Mes Bach Manager/Treasurer and should be paid by the date given on the invoice.

Cheques should be made payable to Mes Bach Childcare.

The procedure for non payment of fees will be as follows:

1. A reminder letter will be sent 2 weeks after the pay by date has passed.
2. If fees remain unpaid 1 week after the initial reminder letter has been sent, a 2<sup>nd</sup> letter will be sent informing parents that if Mes Bach does not receive payment within 1 week we will terminate your child's place with immediate effect. Your child will only be able to re attend once all debts are paid in full.
3. If fees remain unpaid 4 weeks after this 2<sup>nd</sup> letter has been sent, a 3<sup>rd</sup> letter will be sent informing parents that if Mes Bach does not receive payment within 1 week the Committee will meet to decide whether to take legal action.



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## FEEES PROCEDURE

### Holiday Club

Booking must be made at least 1 week in advance using the booking form.

Fees must be paid regardless of whether the child is in attendance.

Your child should be collected by 1.00pm or 6pm. A surcharge of £5.00 will be added to your bill for every 15 minutes after the time your child should be collected.

Fees for holiday club may be paid upon booking or via invoice. Fees may be paid weekly by arrangement with the Manager/Treasurer. A record payment sheet will be kept and signed.

Invoices are issued during Holiday Club by the Mes Bach Manager/Treasurer and should be paid by the date given on the invoice.

Cheques should be made payable to Mes Bach Childcare.

The procedure for non payment of fees will be as follows:

1. A reminder letter will be sent 2 weeks after the pay by date has passed.
2. If fees remain unpaid 1 week after the initial reminder letter has been sent, a 2<sup>nd</sup> letter will be sent informing parents that if Mes Bach does not receive payment within 1 week we will terminate your child's place with immediate effect. Your child will only be able to re attend once all debts are paid in full.
3. If fees remain unpaid 4 weeks after this 2<sup>nd</sup> letter has been sent, a 3<sup>rd</sup> letter will be sent informing parents that if Mes Bach does not receive payment within 1 week the Committee will meet to decide whether to take legal action.



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## FEEES PROCEDURE

### After School Club

Booking must be made at least 1 week in advance using the booking form.

Fees must be paid regardless of whether the child is in attendance, except in extreme circumstances at the discretion of the Manager and Committee.

Your child should be collected by 6pm. A surcharge of £5.00 will be added to your bill for every 15 minutes after the time your child should be collected.

Fees for After School Club may be paid upon booking or via invoice. Fees may be paid weekly by arrangement with the Manager/Treasurer. A record payment sheet will be kept and signed.

Invoices are issued 4 weekly by the Mes Bach Manager/Treasurer and should be paid by the date given on the invoice.

Cheques should be made payable to Mes Bach Childcare.

The procedure for non payment of fees will be as follows:

1. A reminder letter will be sent 2 week after the pay by date has passed.
2. If fees remain unpaid 1 week after the initial reminder letter has been sent, a 2<sup>nd</sup> letter will be sent informing parents that if Mes Bach does not receive payment within 1 week we will terminate your child's place with immediate effect. Your child will only be able to re attend once all debts are paid in full.
3. If fees remain unpaid 4 weeks after this 2<sup>nd</sup> letter has been sent, a 3<sup>rd</sup> letter will be sent informing parents that if Mes Bach does not receive payment within 1 week the Committee will meet to decide whether to take legal action.