



Cairndow Community Childcare Limited Policy No.19
FEES POLICY

This policy was written in conjunction with staff and committee of Cairndow Community Childcare Ltd.

Bills will be issued by the Administrator for all fees due.

A current list of fees can be found on the notice board and are available on request from the Administrator.

Each bill should be settled as per the terms on the invoice.

Alternative arrangements can easily be made by speaking to the Chairperson.

If a bill is not paid within two weeks and alternative arrangements have not been made the Manager will make a verbal request for payment, where alternative arrangements can still be made.

If monies are not paid, as agreed, to the Administrator, the Chairperson of the committee will write on behalf of Cairndow Community Childcare to request payment. A child's place may be at risk if a bill is not paid. Any bank charges incurred by Cairndow due to non payment of cheques will be forwarded to the customer in the next months bill.

All fees will be reviewed annually at the AGM.

It is the responsibility of the staff and committee to monitor, evaluate and review the above arrangements and to adjust them according to need.