



Montgomery Pre-School Payment Policy

To ensure the smooth running of Montgomery Pre-School and to enable us to continue providing high-quality care and education, we ask all parents and carers to adhere to the following payment terms.

Invoicing

- Invoices will be issued on or around the **5th of each month** for the **upcoming month's sessions**.
- Full payment must be received **within 30 days** of the invoice date.

Payment Terms

- Fees are payable **in advance** and must be paid in full by the due date stated on the invoice.
- Payments should be made using the approved payment methods provided by the pre-school.

Late Payments

- If payment is not received by the due date, a **late payment charge of £20** will be added to the following month's invoice.
- Persistent late payments may result in further action, which could include reviewing your child's place at the pre-school if payment issues remain unresolved.

Communication

If you anticipate any difficulty in making payment by the due date, please contact the Pre-School Manager as soon as possible, before the payment deadline. We will always aim to work with families where possible.

This policy for Montgomery pre-school was adapted

On: July 2026

By: Katie Emberton

Position: Leader

Date of planned review: January 2027