

Roughton Under 5's Playgroup,

c/o St. Mary's Primary School,
Chapel Road
Roughton,
Norfolk,
NR11 8AF

Tel – 07796288699
E-mail – enquiries@roughtonunder5s.co.uk
Website – www.roughtonunder5s.co.uk



AGREED PAYMENT PLAN FOR PAYMENT OF FEES

Dear

You have entered into an agreement with Roughton Under 5's Playgroup to pay your child's Playgroup fees by instalments.

The agreed payment plan is:

£xx.xx. to be paid every week / fortnight / month

Payments must be made regularly. By signing this agreement you agree to the terms as listed below.

- I agree to pay the amount agreed on time every week / fortnight / month
- I understand that if I miss a payment I will be issued a reminder letter.
- If another payment is missed I will receive a red letter reminder.
- 2 missed payments will result in this payment plan being cancelled and full payment will be required within 7 days.
- Further failure to pay will result in court action being issued.
- My child's place will also be at risk.

Signed parent/carer

Signed Treasurer

Signed Supervisor

