



## **Non Payment Of Fees Policy**

**Pre-school Manager: Nicky Benson-Dare**

**This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance and procedures.**

## Statement

It is our policy to pursue all unpaid fees through the County Court for the recovery of the pre-school's money.

## Aim

We aim to ensure financial stability of the pre-school by having a fair and consistent process for pursuing non-payment of fees.

## Procedure

In order to achieve this aim the pre-school will:

- Issue invoices to parents when fees are due. This is in advance of any sessions and is issued every half term within the first week of the children's return.
- If a weekly/monthly or termly payment plan is agreed between a family and the pre-school committee the pre-school reserves the right to withdraw this facility if payments are not made.
- If a payment is not made as agreed, the full amount outstanding will then be due within seven days of issuing an overdue account letter.

If a family has used the services provided by the pre-school without payment or their payment has been dishonored the pre-school will follow this staged procedure:

1. The financial administrator will issue an "Overdue Account" letter asking for payment (including bank charges if applicable) in full within seven days.
  - a. If payment is then received within seven days no further action will be taken.
2. If the payment is not received the financial administrator will issue a second "Warning Letter". This will ask for immediate payment and will include a £10 administration fee.
  - a. If payment is received within seven days no further action will be taken.
3. If after seven days full payment or a payment plan agreed by the pre-school's committee and manager is not in place, a "Final Warning" letter will be issued by the financial administrator plus a further £10 administration fee will be added.

At this stage the child/children will be unable to use the services of the pre-school until payment is received. If payment is received within seven days no further action will be taken.

4. If payment is not received within seven days, the pre-school will immediately begin court proceedings in the County Court for which we charge an administration fee of £50 and all court costs.