

## **NON-PAYMENT OF FEES POLICY**

We will pursue all unpaid bills through the County Court to recover pre-school fees. We do this to ensure financial stability for the pre-school.

- Parents/carers are advised as to how fees are to be paid and the current charges before their child starts at pre-school. We are happy to accept cash, cheques or BACS payments on a session, weekly, monthly or half term basis. Parents/carers are asked to let us know if their circumstances are such that they are unable to pay the full fees. In these circumstances we will work together to agree a repayment plan.
- A reminder of unpaid fees will be sent out after week four of the half term.
- If fees have not been received by the last week of the half term, a second reminder will be sent and the manager will arrange a meeting to discuss the matter with the parent/carer.
- If payment hasn't been received after an additional 7 day period, a final reminder will be sent. This will add an additional £10 administration charge to the bill and explain that county court proceeding will be taken if payment is not received within 4 days. If the child in question is still on the register, their place will be forfeited until payment is received.
- If the matter is not resolved we reserve the right to pursue all unpaid bills through the County Court. There will be an administration charge of £50 plus court costs. Pre-school staff costs, if required to attend court will be at £20 per hour.

Reviewed 21/09/2016