

4.3 NON-PAYMENT OF FEES POLICY

Little Avenues pre-school will pursue all unpaid invoices through the County Court to recover pre-school fees. This is necessary to ensure financial stability for the pre-school.

Our fees are £5.80 per hour for 2 year old children and £5.50 per hour for 3 and 4 year olds, these charges are for any hours not covered by funding. Invoices are emailed at the start of each term and payment is due within 7 days, invoice can be paid in two half termly payments.

- Parents/carers are informed of current fees and how to pay before their child starts at pre-school. BACS payments are preferable, cash and cheques are also accepted and we can receive payments from parents who use tax-free childcare.
- Parents/carers are asked to inform the manager within 7 days of commencement if they are unable to pay and need to agree a personal payment plan.
- A reminder of unpaid fees will be sent out after 7 days, for payment to be made within 3 days
- If no payment is received a meeting with the manager will be arranged to discuss the matter with the parent/carer and agree a personal payment plan.
- Failure to agree a plan or failure to abide by agreed plan will mean child is removed from our register for all non-funded sessions 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.