



NON PAYMENT OF FEES POLICY

Statement of intent

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.

Methods

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

- o At induction fully inform parents/carers of the fee and payment structure of the pre-school.
- o Issue invoices to parents when fees are due. The invoice will give details of the sessions being paid for and the rate being charged.

If a weekly payment plan is agreed between a family and the pre-school Fees administrator the pre-school reserves the right to withdraw that facility if weekly payments are not made. If payments are not paid, as agreed, the full amount outstanding will then be due within seven days of the issuing of 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 the following staged procedure:

1. Issue an 'Overdue Account' letter asking for payment (plus bank charges if applicable) in full within seven days. If payment is received within seven days no further action will be taken.
2. If payment is not received a 'Second Warning' letter will be issued asking for immediate payment, in full in seven days plus a £10 administration fee. 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 management, has not been received a 'Final Warning' letter will be issued plus a further £10 administration fee. At this stage your child(ren) will be unable to use our services until payment in full 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 proceedings in the County Court for which we charge an administration fee of £50 and all court costs. If the pre-school is required to attend at County Court, costs will be applied at a rate of £20 per hour.

This policy was adopted at a meeting of Footprints Pre-school Playgroup held on: 16th May 2011

Signed

Date reviewed.....

Signed.....