

## **Non Payment of Fees Policy**

### ***Aim***

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

In general, fee payment will be on a term by term basis, however, other payment terms can be discussed and subsequently agreed with the Pre School Leader. It should be noted that fees are payable when a child is absent, either through illness or holiday. This rule is applied as a place in Preschool has been reserved for each child.

### ***Procedure***

An invoice for fees owed will be issued to the Parent/carer at the beginning of each month. Each months fees will be payable within 14 days of the date of the invoice.

If a family has used the services provided by the Pre-school without payment or their payment is dishonoured, the Pre-school will follow the following staged procedure:

1. The Pre School Manager will remind the parent verbally that payment is overdue and ask for it to be paid. If necessary a payment plan can be discussed and agreed.
2. If payment is not made and the payment plan is not adhered to then the matter will be handed over to the Pre-School committee and a Final Warning letter will be issued stating that unless payment is made their child will be unable to attend Pre-School until the matter is resolved.
3. If payment is still not received the Pre-school will immediately begin proceedings in the County Court for which we charge an Administration fee of £200 and all court costs. If the Pre-School is required to attend at County Court, costs will be applied at a rate of £50 per hour.

**This policy was adopted at a meeting of Pickering Pre-School Playgroup held on 31<sup>st</sup> August 2023.**

**Date to be reviewed – Before end of August 2024.**

**Signed on behalf of the management committee**

**Name of signatory – Richard Allenby (Chairperson).**