



Registered Charity no 1137620



## 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 settings money.

### Aim

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

### Methods

In order to achieve this aim the setting will:

- At induction, fully inform parents/carers of the fee and payment structure of the setting - ie. Payable half termly in advance.
- Issue invoices to parents when fees are due. The invoice will give details of the sessions being paid for and the rate being charged. It will also state the date a £10.00 penalty will be introduced if the fees are not paid on time.

If a family has not paid their fees by the date on the invoice, the setting will:

1. Implement the standard £10.00 late payment charge as clearly informed on the invoice
2. Increase by increments of £10.00 on every occasion fees are paid late ie. First occasion £10.00 fine added, second occasion £20.00 fine added etc.
3. If any invoice remains unpaid within four days, your child(ren) will be unable to use our services until payment in full is received. If payment is received within four days, no further action will be taken.

If payment is not received within four days, the setting will immediately begin proceedings in the county court for which we charge an administration fee of £50 and all court costs. If the setting is required to attend at County Court, costs will be applied at a rate of £20 an hour.

If a family is experiencing difficulty paying their invoice, they need to speak to the management of the pre-school before the fee becomes overdue. The management will work with the family to avoid exclusion wherever possible.

This policy was adopted at a meeting of Blackmore Community Preschool held on 25<sup>th</sup> November 2013.

Signed on behalf of the management committee:

..... Chair