**South Woodham Pre School**

**Non – Payment of Fees Policy**

**Statement of Intent**

It is our policy to pursue 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 parent/carers of the fee and payment structure of the setting.
* Issue invoices to parents when the fees are due. The invoice will give details of the sessions being paid for and the rate being charged.
* It will request that the fees are paid **within 4 weeks** of receipt of the initial invoice. If a monthly payment scheme has been agreed, then it will request the fees are paid within 4 weeks of the monthly due date.
  + For example, if the invoice has been received on the 1st September, payment will be required to be paid by the 28th September.
  + If paying monthly, in this example, the payment will be required by the 28th of each month

If a family has used the services provided by the setting without payment or their payment has been dishonoured the setting will follow the following staged procedure:

1. Issue an ‘Overdue Account’ letter asking for payment (plus bank charges if applicable) in full within 14 days. If payment is received within 14 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 within 7 daysplus a £10 administration fee. If payment is received within the 7 days no further action will be taken.
3. If after this time full payment or a payment plan, agreed by the settings management, has not been received a ‘Final Warning’ letter will be issued expecting the full payment to be made within 7 days of the dated letter.

At this stage your child(ren) will be unable to use our services until payment in full is received.

If payment is received within the 7 days no further action will be taken.

1. If payment is not received within seven 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 per hour.

This policy was adapted at a meeting of the South Woodham Pre-School Committee held on:

Date

Signature Title/Role

Date to be reviewed: