

11 Runnymede Pre-school Non-payment of fees policy

Statement of intent

It is our policy to pursue all unpaid fees in 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 fees are due. The invoice will give details of the sessions being paid for and the rate being charged. Please note our Pre-school requires 4 weeks' notice if you wish your child to leave or alternatively 4 weeks' fees can be paid in lieu of notice.

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 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 within fourteen days plus a £10 administration fee. If payment is received within fourteen days no further action will be taken.
3. If after fourteen days full payment or a payment plan, agreed by the setting's management, has not been received a "Final warning" letter will be issued plus a further £10 administration fee. At this stage the child(ren) will be unable to use our services until payment in full is received. If payment is received within fourteen days no further action will be taken.
4. If payment is not received within fourteen 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 are required to attend at County Court, costs will be applied at a rate of £20 an hour.

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This policy was adopted at a meeting of	Runnymede Pre-school	name of setting
Held on	_____	(date)
Date to be reviewed	annually	(date)
Signed on behalf of the management committee	_____	_____
Name of signatory	_____	_____
Role of signatory (e.g. chair/owner)	_____	_____

