

Wendens Ambo Pre-School

10.0 Information and Records

10.16 Late and Non-Payment of Fees

Statement of intent

It is the Pre-School's policy that any fees which remain unpaid, despite working with the parents/guardian to agree a payment plan with the Pre-School by a specified date, may be recovered through the County Court.

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:

- Provide a Schedule about Fees in the Parents Information Pack and how and when these must be paid
- The Treasurer of the Management Committee detail on the invoice which sessions the parents/guardians will be paying for and the rate being charged for those sessions and when payment is due.
- A letter or email will be sent to the parents/guardians advising that payment is overdue and reminding them of our terms.
- Invite the parents/guardian to meeting to discuss late or non-payment of fees and ascertain when these will be paid
- Agree a payment plan with the parents/guardian following non-payment of fees

Payment Plan

Step 1 - The Manager or Treasurer of the Management Committee will write to the parents/guardian requesting payment by a specific date and invite the parents/guardian into the Pre-School for a further discussion as to why they are unable to make payment by the date previously agreed. A "payment plan" will be agreed and subsequently confirmed in writing to the Parents/Guardian who will be asked to sign and return a copy of the payment plan detailing when payment will be made.

If fees are paid within the time frame agreed between the Pre-School and the parents/guardian, then no further action will be taken.

Step 2 - Where no payment plan is agreed or signed, and no payment forthcoming within 7 days of the payment plan meeting then the Manager or Treasurer of the Management

Committee will write to the parents/guardian inviting them to a formal meeting and requesting payment or part-payment by a specific date or their child will no longer have a place available at Pre-School.

Step 3 – If no payment is made by the specific date set out in step 2 the Manager or Treasurer will write to the parents/guardian confirming that their child no longer has a place at the Pre-School because of non-payment of fees and that the Pre-School Management Committee has the right to take further steps to recover any unpaid fees and associated costs.

Step 4 – If payment is received within 7 days of the letter in step 3, no further action will be taken. If no payment is received the Pre-School may begin proceedings in the County Court to recover their fees and the family will be charged with the administration fee and all court costs pursuant to this.

This policy was reviewed by staff and Committee members at a meeting of the Wendens Ambo Pre-School held on _____

Signed on behalf of the management committee: _____

Name of signatory: _____

Role of signatory: _____