

Chapel Street Pre-school

**Fee Payment Policy**

**1) Introduction**

1.1 The committee is responsible for ensuring that procedures are in place for the recovery of any outstanding debt.

1.2 This policy sets out the procedures for debt recovery. This Policy should be read in conjunction with the enrolment general terms and conditions. This policy is part of the terms and conditions of service. We ask that you read it carefully. Signing the enrolment form constitutes consent to the rules set out in this policy below.

**2) Policy**

2.1 Fees will be invoiced in advance and MUST be paid in advance of each half term. Invoices will be sent to you via letter by the second to last week of the previous term. **Fees should be paid on receipt of invoice but the balance must be cleared by the last week of the previous term** (the actual date will be stipulated on the letter). Payment plans to pay weekly may be agreed with the agreement of the Pre-school Manager (Beverly Holroyd) but outstanding amounts will not be carried over in to the next half term. If you have not received your invoice by the second from last Tuesday of the current term, please contact us to let us know and we will reissue your invoice to you. **Please be aware it is the place you pay for – not your child's attendance, so you will still be charged for any absences, including sickness and holidays.**

2.2 Fees may be paid by cash or cheque made payable to Chapel Street Pre-School. Please ensure your child’s full name is written on the back of the cheque or on the envelope for those paying by cash. **Note: Any returned cheques will carry a £10 administration fee and any Bank charges incurred by Chapel Street Pre-School will be passed to the parent.**

2.3 If you wish to change or reduce your hours/days you must give 2 weeks notice of your intent to change your hours and gain agreement on the new dates and times from the Pre-school Manager (dates and times are subject to availability). If no notice is given you will be liable for the fees until the end of the half term.

2.4 Where applicable the 15 hours Funding for Early Education (FEE) is paid to the pre-school for all 3 and 4 year old children (payment starts the term after their 3rd birthday i.e September, January or April); this amount will be deducted from your invoice and any additional sessions will be charged at the usual rate. FEE is awarded from the first day your child attends any additional sessions later in the week will be charged at the usual rate.

2.5 The pre-school has to check eligibility with Leeds City Council for 2 year old funding until this is confirmed your child may not start however a place will be reserved for them. Parents will need to provide proof of entitlement to free school meals.

2.6 Providing we have space, extra sessions are available at short notice should you require them, on an occasional basis. Once booked they cannot be cancelled, and payment will be required in advance of the session. Failure to pay will invoke late payment action as set out in paragraph 2.9 onwards.

2.7 Payment by bank transfer may be possible under some circumstances and with prior consent. If you would like to discuss payment by bank transfer, please speak to the Manager.

2.8 Where fees are paid in full or in part by a third party e.g., Social Services, or other third-party Chapel Street Pre-school requires parents/cares to inform their sponsor of our fee policy in advance of the arrangement. We will request written evidence of the agreement from parents/carers whose fees are partly or wholly covered by a third party in advance of the child starting.

2.9 Where payment is not received a reminder will sent asking for payment within 7 days. An automatic late payment fee of £20.00 will be added to the invoice. This late payment fee will only be waived in extenuating circumstances and with prior agreement from the Pre-school Manager.

2.10 Failure to pay fees may result in the withdrawal of a child’s place and/or legal action.

2.11 If no payment is received within 7 days of the reminder a final reminder/email will be issued. This will clearly state that legal action may be taken, or outstanding debt may be passed on to a debt collection organisation, if the debt is not settled in full within 10 days of the date of the final reminder. This may result in the withdrawal of the child’s place.

2.12 Where only part of the debt has been settled a final reminder for the balance outstanding will be issued. This will clearly state that legal action may be taken, or outstanding debt may be passed on to a debt collection organisation, if the debt is not settled in full within 10 days of the date of the final reminder. This may result in the withdrawal of the child’s place.

2.13 Where parents/carers fail to pay for any agreed additional hours in advance of the term starting, thr pre-school reserves the right to alter the time and dates of any FEE provision paid by Leeds City Council, where applicable. For example, if you have arranged for your child to attend 4 full days, M,T,W,Th with 15 hours paid via FEE and the remainder by parents/carers, the pre-school will determine when the 15 hours of provision will be made available **(this may mean provision of 15 hours being spread over different days of the week and/or a mix of morning or afternoon sessions rather than full days).**

2.14 Any debt which is still outstanding after the 10-day period following the final reminder, may may be referred to a solicitor for legal action, small claims court or passed on to debt collection agency and you may incur additional charges.

2.15 If at any time you experience payment difficulties, please talk to the Pre-school Manager or a member of staff who will endeavour to help, a payment plan can be agreed by the Pre-school Manager.

2.16 Where a request is made to settle the debt by instalments is made this must be submitted in writing explaining the reasons for the inability to meet the original contract terms. The Pre-school will agree the revised terms. If the instalment plan payments are not followed as per the terms agreed, then a final reminder will be issued to the debtor for the full amount. The final reminder will clearly state that legal action will be taken if the debt is not settled in full within a further 10 days of the date of the final reminder. This may also result in the withdrawal of the child’s place.

2.17 Any debt which is still outstanding after the 10-day period following the final reminder, may be referred to a solicitor for legal action, small claims court or passed on to a debt recovery agency and you may incur additional charges.

2.18 If parents/carers withdraw their child without providing proper termination notice of two weeks and/or with outstanding fees, the pre-school will contact you to make immediate payment. Failure to pay the fee in this circumstance will result in the debt being forwarded to a solicitor or debt recovery agent and/or the matter may be pursued through the Courts. In such cases a further 25% of the outstanding fee will be added to the final amount.

2.19 If fees are paid consistently late or not at all with no explanation, Chapel Street Pre-school will terminate the child’s place. Under exceptional circumstances, we may agree to allow the child to continue attending the pre-school if an agreed payment plan, agreed by the Pre-school Manager, is put in place.

2.20 This policy is to be reviewed in line with the Policy Review Timetable every three years.

