

## **Non-Payment of Fees Policy**

### **Statement of intent**

It is our policy to pursue all unpaid fee's 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:

- a) At induction fully inform parent/carers of the fee and payment structure of the setting.
- b) Issue weekly and monthly (parental preference) invoices to parents when fees are due. The invoice will give details of the sessions being paid for and the rate being charged. It is the parent's responsibility to keep their fee payment up to date and to request their invoice if not received. We can email this or you can have a paper copy.
- c) Fine system – From January 2020 we will be issuing a fine for late payments. If you pay weekly and we do not receive your payment by the Monday at 12pm, we will fine you £5, if you pay monthly and we do not receive your payment by 12pm on the 5<sup>th</sup> of the month, you will be fined £10.

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:

<b>Non Payment Stages</b>	<b>We will:</b>
<b>Week 1</b> Fees are paid weekly or monthly in advance – if no payment is received that week	Send a text reminder or email reminder, requesting immediate payment. A fine will be issued if unpaid and you will need to provide a packed lunch and/or tea. No further meals will be added to your account.
<b>Week 2</b> If still no payment is received	Issue an overdue account letter requesting payment by a specified date*. The letter will be given directly to the parent or if the child is collected by a friend or family member the letter is put in the child's bag and a text or email sent to let the parent know. (If the child is not attending nursery for any reason, we will post the letter). A meeting is to be arranged with the parent and Nursery Manager.
<b>Week 3</b> Final request	A final written request for fee's is sent home with parent or mailed to the home address and a confirmation text/email sent. This letter will request payment by a specified date* and include the potential outcomes of non payment.

- This will be the date of your child's first session the following week, i.e. seven days.

Re-adopted on	Signed for on behalf of the nursery	Review date
31 <sup>st</sup> January 2017	Z.C	31 <sup>st</sup> January 2018
31 <sup>st</sup> January 2018	Z.C	31 <sup>st</sup> January 2019
19 <sup>th</sup> Feb 2019	Z.C	19 <sup>th</sup> Feb 2020
1 <sup>st</sup> Jan 2020	Z.C	1 <sup>st</sup> Jan 2021
1 <sup>st</sup> Jan 2021	Z.C	1 <sup>st</sup> Jan 2022
1 <sup>st</sup> Jan 2022	Z.C	1 <sup>st</sup> Jan 2023
1 <sup>st</sup> March 2023	Z.C	1 <sup>st</sup> March 2024
Feb 2024	Z.C	Feb 2025
Feb 2025	Z.C	Feb 2026
15 <sup>th</sup> January 2026	RDB	15 <sup>th</sup> January 2027