**Fees &Non Payment of fees policy**

**Statement of intent**

It is our policy that all fees are paid within the first week of attendance unless otherwise agreed with the Preschool. It is our policy to pursue all unpaid fees through the court for the recovery of the pre-school money.

**Aim**

We aim to ensure financial stability of the pre-school by having a fair and consistent process for pursing non-payment of fees.

**Methods**

In order to achieve this, the pre-school will:

* At induction fully inform/carer of the fees and payment structure.
* Issues invoices to parent/carer when fees are due.
* Encourage parents/carer to set up a payment plan with the pre-school if they are having difficulty paying outstanding fees
* Fees will have to be always met unless your child is off school with a long-term illness. If we have to close because of COVID-19, fees will have to be met because of pre-school overheads. If fees are not met, we will not be able to reserve your child’s place for the following term.

If an instalment plan is agreed between parent/carer and pre-school, the pre-school reserves the right to withdraw the facility if payments are not made. Payments made instalments via a payment plan must be paid in advance of service provided. If payment is not made, as agreed the full outstanding will be due within 7 days of issuing an overdue account letter.

If a parent/carer have used services provided by the pre-school without payment or their payment plan has been dishonoured the following procedures will follow.

* We would not allow your child in if fees are not paid in full the before the next session.
* Issue an “**overdue account**” letter asking for payment within 7 days. If payment is received no further action will be taken.

If no payment is received the pre-school will have know choices but to take court action to retrieve payment.

Fees must be met for 30 hours childcare code which eligibility is not found or found but not valid for the current term. An invoice will be issued for the days attended if the 30 hours code or childcare voucher you have provided to the preschool fails eligibility.