**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 Pre-School. 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 and the pre-school also will refund fees if we have to close for bad weather, also if we have to close because of COVID-19 closure fees will have to be met because of pre-school overheads. If fees are not met, I am afraid 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.

* Issue an “**overdue account**” letter asking for payment within 7 days. If payments is received no further action will taken.

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

**This policy was adopted at a Meeting of Headcorn pre-school in March 2020**

**This policy will be reviewed in March 2021**

**Signed by owner ……………………………………………………….. Ms Paula Reeves**