

## SECTION 5

### General Welfare Requirement: Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of the children.

# RECORD KEEPING

# PAYMENT AND NON PAYMENT

# OF FEES

## POLICY STATEMENT

In order for the Preschool-Nursery to work effectively all fees must be paid in advance. Non payment of fees is taken very seriously. The Preschool-Nursery is registered for the Essex County Council Nursery Education Grant.

## EYFS key themes and commitments

	2.1 Respecting each other		
	2.2 Parents as partners		

# Procedures

## Paying of fees:-

- Fees are payable one month in advance.
- Payment is due on the first day your child attends each month.
- Fees are non refundable in the event of a child's absence due to illness holidays and appointments'.
- Payment will be required if you are later than the agreed collection time, see Late policy.
- The Nursery Education Grant is sent directly to the Preschool-Nursery.

## Non payment of fees;

In the first instance Lynn or Linda will speak to the parent/carer to make arrangement for payment.

If children attend pre-school without payment or their payment to us has been dishonoured we will follow a procedure in these stages.

1. Write to or speak to a parent and ask for payment in full within seven days plus an administration fee of £10.
  - If payment is received within seven days no further action will be taken.
2. If payment is not received we will write to the parent asking for immediate payment in full plus an administration fee of £10. At this stage their child(ren) will be unable to attend pre-school until payment in full is received.
  - If payment is received within four days no further action will be taken and their child(ren) may resume attending pre-school.
3. If payment is not received within four days, a 'last chance letter' will be sent to the parent inviting immediate payment plus a further administration fee of £20.
  - If payment is received within four days no further action will be taken and their child(ren) may resume attending pre-school.
4. If payment is not received within four days, we will contact the Small Claims Court to recover the debt, our expenses and any costs will be added to the amount outstanding.

I HAVE READ THE ABOVE AND UNDERSTANT I AGREE TO ABIDE BY THE WISHING WELL PRE-SCHOOL POLICY RELATING TO PAYMENT OF FEES.

I AGREE TO GIVE 1 MONTH PAID NOTICE IF I DECIDE TO WITHDRAW MY CHILD FROM PRESCHOOL-NURSERY FOR ANY REASON.

Policy updated January 2017