



UNPAID FEES POLICY

Aim

It is our aim to ensure that the Nursery runs efficiently and effectively. One way that this can be achieved is by the prompt payment of fees.

If you are ever in a position where it is becoming difficult to pay your child's fees, you must contact a member of the Committee, i.e. the Administrator, Treasurer/Vice-Treasurer or Chairperson or a member of staff. A payment plan can be discussed with you before payment falls into arrears. Please be assured that all matters discussed will remain private and confidential.

If you decide to withdraw your child from the Nursery, or to drop any session/sessions, it is very important to give a half term's notice. This is because the Nursery is run under a tight financial budget and it would give us time to fill that place with a child from our waiting list. If you fail to give us notice, you will remain liable for the fees that you would have paid until the expiry of a half term or until we can fill your child's place, whichever is the earlier.

Method

Fees will be collected in accordance with the following procedure:

1. A bill will be issued to you, through the Nursery, before the start of each half term for that half term's fees. The date by which payments must be made is shown on the invoice. The invoice must be paid by the end of the first week. *If necessary, timescales for repayment/arrangements for repayment can be agreed with the Administrator and Treasurer at this time.*
2. Failure to pay the fees within the time stipulated above will result in a call during the first week immediately after the date the invoice was due requesting that the fees are paid. If it is



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necessary to send a reminder letter a fee of £10 will be payable to cover administrative costs incurred.

3. Continued failure to pay will result in the Chairperson telephoning you to suggest a payment plan to assist with payment in the second week.
4. If there is still no payment of fees either in full or in accordance with an agreed payment plan, a further letter will be sent advising you that your child will be suspended from Nursery sessions until the fees are paid up to date. It may be the case that your child's place is filled by a child on our waiting list.
5. Non-payment of fees means your child will also be excluded from social events at the Nursery, e.g. end of term parties. Your £50 deposit, held until your final invoice, will be used as part or full payment of outstanding monies.

THIS POLICY WAS ADOPTED ON.....

SIGNED ON BEHALF OF THE NURSERY.....

ROLE WITHIN THE NURSERY.....

REVIEW DATE.....