

General Welfare Requirement: Documentation: Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.



### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other  2.2 Parents as partners	3.4 The wider context	

## Non- payment of Fees Policy

### Policy statement

The Hullbridge Pre-school aims to ensure financial stability of the setting by having a fair and consistent process for pursuing non-payment of fees.

We will pursue all unpaid fees through the County Courts for the recovery of the settings money.

As a registered childcare provider, we are in receipt of nursery education funding for all 3 and 4 year olds. Where funding is not received, or extra hours are required in excess of funded hours, then fees are payable at the Preschool.

If a weekly payment plan is agreed between a family and the Pre-School, the Pre-School reserves the right to withdraw that facility if weekly payments are not made.

If payments are not paid, as agreed, the full amount outstanding will then be due within seven days of the issuing of an overdue account letter.

### Procedures

To achieve this we will:

- ⑩ Fully inform parents/carers of the fee and payment structure of the setting.

Issue invoices to parents/carers within the first week of a new term. The invoices will give details of session being paid for, the rate being charged and a 2 week time limit for payment.

If a family has used the service provided by the setting without payment or their payment is dishonoured, the setting will follow the following staged procedure:

- Issue an '**Overdue Account**' letter asking for payment (plus bank charges if applicable) in full within seven days. If full payment is received within seven days then no further action will be taken.

If payment is not received a '**Second Warning**' letter will be issued asking for immediate payment in

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full within seven days plus a £10 administration fee. If full payment is received within seven days then no further action will be taken.

If after **fourteen** days from the original "Overdue Account" letter, full payment or a payment plan contract, has not been agreed. Then a '**Final Warning**' letter will be issued plus a further £10 administration fee. At this stage your child(ren) will be unable to use our services until payment in full is received. payment is received within **seven** of the "**Final Warning**" letter, no further action will be taken.

- If payment is not received within **seven** days the setting will immediately begin court proceedings in the County Courts for which we will charge an administration fee of £50 and all court cost. If the setting is required to attend at the County Court, costs will be applied at a rate of £20 per hour.

### Legal framework

Late Payment Legislation Act 2002

This policy was adopted at a meeting of	The Hullbridge Pre-school	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the management committee	_____	
Name of signatory	Kristy Sangwin	
Role of signatory (e.g. chair/owner)	Chairperson	