

## Payment of Fees Policy

### Payment of Fees

Fees are invoiced half termly, in advance. Payment must be received within 10 working days of the invoice date.

Half Term	Invoice Date	Payment due date
Autumn Term part 1	Friday 11 August 2023	Thursday 7 September 2023
Autumn Term part 2	Tuesday 10 October 2023	Friday 20 October 2023
Spring Term part 1	Tuesday 5 December 2023	Friday 15 December 2023
Spring Term part 2	Tuesday 6 February 2024	Friday 16 February 2024
Summer Term part 1	Monday 18 March 2024	Thursday 28 March 2024
Summer Term part 2	Friday 12 May 2024	Friday 22 May 2024

Payments made by BACS (Bank Transfer) should include the child's surname as a reference, within 10 working days, from the invoice date.

Payments made by "Childcare Vouchers" must also ensure that they reach our bank account within two weeks of the invoice date. The voucher company should be instructed to include your child's surname as a reference so that individual payments can be correctly tracked.

### Late Payments

If a payment is not received by the due by date, parents will be contacted via telephone call and email and issued with a non-payment notice. If the overdue payment is not received within 48hrs from this communication, the child's non-funded place will be suspended.

- If the remaining outstanding balance is paid in full within 7 days from the non-payment notice, the child's paid sessions can be reinstated. (Please note that this will not impact funded pre-school sessions).
- If the remaining outstanding balance is not paid in full within 7 days from the non-payment notice, paid sessions will be withdrawn and will be reallocated. (Please note that this will not impact funded pre-school sessions).

If you are struggling to make the necessary payments, please contact the finance manager in the first instance and as early as possible to support you to discuss alternative arrangements. A payment plan may be agreed to, however any deviation from that plan will result in the above bulleted points being carried out.

### Unpaid Fees

If fees remain unpaid after a child has left pre-school, we will write to the parents to discuss resolutions, and to arrange for the outstanding fees to be paid. If the fees remain unpaid the pre-school will pass the matter to the debt recovery team, and consider legal action to recover the outstanding balance.

### Help and Support

It is our duty to ensure that parents are not escalating debt anxiety through long term debt due to the non-payment of fees.

### Notice Period

Four weeks' notice must be given in writing, to reduce or cancel sessions.

An increase of sessions will only be charged from when they commence. Any extra sessions taken in the month will be charged and an invoice will be issued.

**Adopted date;** .....

**Signed Chair of Management Committee;** .....