



## Non-Payment of Fees Policy

### Statement of intent

It is our policy to pursue all unpaid fees through the County Court for the recovery of Layer Preschool's money.

### Aim

We aim to ensure financial stability of Layer Preschool by having a fair and consistent process for pursuing non-payment of fees.

### Methods

In order to achieve this aim Layer Preschool will:

- At induction fully inform parents/carers of the fee and payment structure of the setting.
- Issue invoices to parents when fees are due. The invoice will give details of the sessions being paid for and the rate being charged.
- Where the setting is closed, fees will not be charged.
- Where the setting is open but parents choose not to send their child in, full fees are payable as normal.

If the family has used the services provided by Layer Preschool without payment or their payment has been dishonoured, we will follow the below staged procedure:

- Issue an 'Overdue Account' letter asking for payment (plus bank charges if applicable) in full within seven days. If payment is received within seven days, no further action will be taken.
- If payment is not received, a 'Second Warning' letter will be issued asking for immediate payment in full within fourteen days plus a £10.00 administration fee. If payment is received within fourteen days, no further action will be taken.
- If after fourteen days full payment or a payment plan, agreed by the Committee of Layer Preschool, has not been received a 'Final Warning' letter will be issued plus a further £10.00 administration fee. At this stage your child(ren) will be unable to use our services until payment in full is received. If payment is received within fourteen days, no further action will be taken.
- If payment is not received within fourteen days, Layer Preschool will immediately begin proceedings in the County Court for which we charge an administration fee of £50.00 and all court costs. If a representative from Layer Preschool is required to attend at County Court, costs will be applied at a rate of £20.00 per hour.