



Early Learning and Childcare Centre

## **NON-PAYMENT OF FEES POLICY**

As a registered charity with limited funds at our disposal, we expect all Parents / Carers to assist us in the smooth running of Ferryfield by ensuring that all fees are paid promptly by the date shown on the invoice.

Obviously, we appreciate from time to time, unforeseen circumstances may occur which result in the late payment of fees. This is why as a considerate organisation, we are committed to resolving payment issues with Parents/Guardians as fairly and openly as possible and have adopted the following four stage approach:

### **Late Payment and Non-Payment of Fees**

- Stage 1 – If payment is not made by the date of the invoice, the Manager will send out a reminder letter.

If payment is not forthcoming after 2 weeks then:

- Stage 2 – The Manager will write to the Parents/Guardians requesting payment by a specific date and inviting the Parents/Guardians in for a further discussion if they are unable to make payment by this date. If a payment plan is subsequently agreed, then this will be confirmed in writing to the Parent/Guardians who will also be asked to sign and return an agreement to the Payment plan.

If no payment has been forthcoming, or a payment plan has not been agreed then:-

- Stage 3 – The Manager will write to the Parents/Guardians requesting payment /part payment by a specific date and a more formal meeting to discuss the situation otherwise their child will no longer have a place at Ferryfield.

If no payment at all has been forthcoming by the specific date nor a payment plan agreed in writing (as detailed in Stage 2 above), then:-

- Stage 4 – The Manager will write to Parents/Guardians confirming that their child no longer has a place at Ferryfield because of their non-payment of fees and that the Committee reserves the right to take further steps to recover the unpaid fees and any associated costs, this could mean using a debt collection agency or taking the parents to the small claims court system.
- Please note that Parent/Guardians will also be expected to pay any bank charges incurred by Ferryfield as a result of any cheque being unpaid approximately £10.

Adopted by the Committee .....

Date .....

August 2016