



Eldene Pre-School & Toddlers

1:G 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 the Pre-schools money.

Aim

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

Methods

In order to achieve this aim the pre-school will:

- At induction fully inform parents/carers of the fee and payment structure of the pre-school in writing.
- Issue invoices to parents when fees are due. This invoice will give details of the sessions being paid for and the rate being charge.

If a weekly payment plan is agreed between a family and the pre-school treasurer, 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.

If a family has used the services provided by the pre-school without payment or their payment has been dishonoured the pre-school will follow the following staged procedure.

1. 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.
2. If payment is not received a 'Second Warning' letter will be issued asking for immediate payment, in full in seven days. If payment is received within seven days no further action will be taken.

3. If after seven days full payment or a payment plan, agreed by the pre-school's management, has not been received a 'Final Warning' letter will be issued. At this stage your child(ren) will be unable to use our services until payment in full is received. If payment is received within seven days no further action will be taken.
4. If payment is not received within seven days the pre-school will immediately begin proceedings in the County Court for which we charge an administration fee of £50 and all court costs. If the pre-school is required to attend County Court, costs will be applied at a rate of £20 per hour.

Fees

Fees are invoiced at the start of each half term, to be paid in full by the end of the second week.

Council Funding

Council funding is provided for all children from the start of the term following their third birthday, this is used as a subsidy to parents against fees charged by Eldene Pre-School & Toddlers, and is paid directly to the Pre-school.

Bounced Cheques

The invoice is re-issued, with any bank charges to Eldene Pre-school included. The full amount must be paid in cash within 5 working days. If no payment is received within this term, the child will not be accepted to further sessions. Should cash payment be received closely beyond this time, the child may be re-admitted at the discretion of the Committee. Previous payment record will be taken into consideration. The child will not be re-admitted in a later term, e.g. when Council Funding is provided if no payment was received from previous terms.

Non-Payment of Fees

A reminder invoice will be issued, with an extension date of one week. If still no payment has been received, and the Treasurer is not contacted with an explanation, the carer will be asked to remove the child from pre-school. Should payment be received closely beyond this time, the child may be re-admitted at the discretion of the Committee. Previous payment records will be taken into consideration.

This policy was adopted at a meeting of Eldene Pre-School & Toddlers.

Held on: 8th July 2019

Date reviewed: October 2023

To be reviewed on: October 2024

Signed on behalf of Eldene Pre-School & Toddlers

A. Hanrahan

Ann-Marie Hanrahan - Chairperson