

# **SQUIRRELS PRE-SCHOOL 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 settings money.

## **Aim**

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

## **Methods**

On order to achieve this aim the setting will:

- At induction fully inform parent/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

If a family has used the services provided by the setting without payment or their payment has been dishonoured the setting will follow the following procedure:

1. Issue an 'Overdue Account' letter asking for full 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 within fourteen days plus a £10 administration fee. If payment is received within four days no further action will be taken.
3. If after four days full payment or a payment plan, agreed by the settings management, has not been received, 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. If payment is received within four days no further action will be taken.
4. If payment is not received within four days the setting will immediately begin proceedings in the County Court for which we charge an administration fee of £50 and all court costs. If the setting are required to attend at County Court, costs will be applied at a rate of £20 an hour.

This policy was adopted at a meeting of Squirrels Pre-School held on .....

Signed on behalf of Squirrels Pre-School by .....

## **SAMPLE – OVERDUE ACCOUNT**

Dear

Overdue account

Re: Invoice  
Amount:

According to records your account is now overdue. Please forward your remittance for the amount stated.

If you have already forwarded your remittance within the last 7 days, please accept our apologies for contacting you regarding this matter.

If you have any queries relating to your account please contact Joanne Hayter.

Yours sincerely

## **SAMPLE - SECOND WARNING**

Dear

Second Warning

Re: Invoice

I am writing further to my letter of....., relating to the overdue invoice as detailed above.

The amount of £.....is still outstanding on your account. If the full amount is not received within fourteen days, further action will be taken to recover this debt.

I have enclosed a copy of the invoice for your reference.

Please forward a cheque made payable to.....

Yours sincerely

## **SAMPLE – FINAL WARNING**

Dear

Final warning

Re: Invoice

I am writing further to my letter of....., relating to the overdue invoice as detailed above.

The amount of £.....is still outstanding on your account. If the full amount is not received within fourteen days the Squirrels Pre-School will have no alternative but to commence legal proceedings through the County Court. We will send no further reminders.

I have enclosed a copy of the invoice for your reference.

Please forward a cheque made payable to .....

Yours sincerely