



LATE PAYMENT OF FEES POLICY **(Non-Funded Children)**

Fees should be paid immediately, due the week beginning stated on the invoice. If payment is not received in the first instance then the pre-school reserves the right to implement the following policy.

- A formal reminder will be sent out to parent if the payment has not been received in the first week of term, giving 5 working days to settle the invoice
- If payment is not made in those 5 working days an immediate application of a 5% surcharge will be added to the total invoiced for that period.
- Should payment still not be made, notice will be given that the child's place will be suspended for the next half term if the new invoice is not settled within a further 5 working days.
- If fees remain outstanding for more than a half term then the pre-school reserves the right to give notice that the child's place has been forfeited and the outstanding fee's may be pursued through the small claims court with additional costs being added.

A payment plan can be arranged with the pre-school leader if a parent has a valid reason for not paying immediately. If an arrangement is made then it will be put into writing for both the leader and parent to sign. Should this not be adhered to then the late payment of fees policy will be applied.