



## 22.0 PAYMENT OF FEES POLICY

### Introduction

This policy sets out the procedure for the payment of preschool fees and the process for resolving the issue of non-payment of fees.

The method of payment of fees is as follows:

- Bills will usually be issued two weeks before the start of each half term and will cover the period of the next half a term.
- Any extra sessions will be billed at the end of term
- Fees should be paid within two weeks of bills being issued
- Fees may be paid weekly, monthly or half termly
- When leaving the setting, a half terms notice is required.
- We aim to be flexible to each parent and payments can be made by cash, cheque, BACS or via an employer's childcare voucher scheme. Regular payment by standing order may be arranged and Bank details are available upon request.
- Fees are charged for all regular sessions, as well as any additional sessions attended. Fees will not usually be waived for non-attendance (e.g. for illness or family holidays) except for in exceptional circumstances (e.g. prolonged absence, i.e. sabbatical, or long-term illness). Under these circumstances, the committee reserves the right to charge a retainer fee.
- Once sessions are confirmed after starting preschool, parents may be given a letter stating the cost per term if required.

### Parent/Guardian Obligation

Fees are payable in full on or before the first day of each half term, or weekly on the first session day.

### Process for the follow up of non-payment of fees

1. A reminder phone call or e-mail will be sent to remind the family of a late payment at the end of the first week of the new half term.
2. If payment has not been received by the end of the second week of the half term, a letter will be sent to the family advising of a £10 late payment fee which will be added to the fees account. The letter will also advise that if payment or payment plan has not been made by the end of the third week of the half term then the child may have their hours reduced (to not less than any funded hours) until payment has been received in full.
3. If after a further one week from the date of the letter (ie the fourth week of half term) there has still been no payment made or payment plan agreed with Yateley Community Pre-school, the child's place will be reduced to only those sessions that are covered by funding, or removed entirely if not funded, until such time as the fees are paid in full.
4. If payment is not received, or a satisfactory payment plan agreed by the end of that term, then the pre-school will look to reclaim those fees via the small claims court.
5. If a child's place is reduced or removed owing to non-payment of fees, those hours will be reserved for the remainder of that half term, but may be offered to another child if the non-payment issue is not resolved by the end of that first half term.
6. If a payment plan has been made but is subsequently broken, Yateley Community Pre-school will proceed from step 2, 7 days after the agreement has been broken.



7. Changes or deviations to this policy may only be made with the express approval of the Committee.
8. Failure to settle your account will result in the court action

## Proposal for payment of outstanding fees by instalments.

Unless a written agreement is made and kept to, your child will not be able to attend pre-school for any sessions other than those paid for directly by Hampshire County Council (HCC)

Fees currently outstanding: £

I/we propose these outstanding fees by.....weekly/monthly instalments of £.....

Please note that all outstanding fees should be paid by the end of the half term following that in which they were due for payment.

I/we also agree that all future fees will be paid when due.

Agreed by Parents:

Pre-school:

Name:

Name:

Signed:

Signed:

Date:

Date:

### *Example showing how arrears can be paid off over a 7 Week half term:*

- Money owing: £140 to be paid by 7 weekly instalments of £20.
- On-going sessions to be paid for: 3 days a week 15 hours, leaving 4.5 hours per week to be paid for @ £4.40/hr = £19.80 per week

| <b>Week:</b> | <b>Amount to be paid:</b> | <b>Amount taken off arrears:</b> |
|--------------|---------------------------|----------------------------------|
| 1            | £39.80                    | £20                              |
| 2            | £39.80                    | £20                              |
| 3            | £39.80                    | £20                              |
| 4            | £39.80                    | £20                              |
| 5            | £39.80                    | £20                              |
| 6            | £39.80                    | £20                              |
| 7            | £39.80                    | £20                              |



# Yateley Community Pre-School

Registered Charity No. 298231

Proposal for payment in this case:

| WEEK | AMOUNT TO PAY | AMOUNT TAKEN OFF ARREARS |
|------|---------------|--------------------------|
| 1    |               |                          |
| 2    |               |                          |
| 3    |               |                          |
| 4    |               |                          |
| 5    |               |                          |
| 6    |               |                          |
| 7    |               |                          |

This policy was adopted at Yateley Community Pre-schools Meeting held on 24<sup>th</sup> September 2018

|  |  |                            |
|--|--|----------------------------|
| Signed on behalf of the management committee | Print name                                       | Date                       |
|  | Andy Garden                                      | 24 <sup>th</sup> Sept 2018 |
| Role of signatory (eg Chair...)              | Chair person                                     |                            |
| Date to be reviewed                          | August 2019 unless policies need changing before |                            |