



# Caterpillars Pre-School

Non Payment of Fees Policy

June 2017



## Statement of intent

It is our policy to pursue all unpaid fees through the County Court for the recovery of the Caterpillars Pre-School's money.

## Aim

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

## Methodology

In order to achieve this aim the Caterpillars Pre-School will:

- At induction fully inform parents/carers of the fee and payment structure of the Caterpillars Pre-School.
- Issue invoices to parents when fees are due. The invoice will give details of the sessions being paid for and the rate being charged.

## System for failed payments

If a family has used the services provided by Caterpillars Pre-School without payment or their payment has been dishonoured Caterpillars Pre-School will follow the following staged procedure:

1. If payment is not received after fourteen days after the invoice, the 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 after seven days 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 fourteen days no further action will be taken.
3. If after fourteen days full payment or a payment plan, agreed by the Caterpillars Pre-School Committee, 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 fourteen days no further action will be taken.
4. If payment is not received within fourteen days Caterpillars Pre-School will immediately begin proceedings in the County Court for which we charge an administration fee of £50 and all court costs. If Caterpillars Pre-School 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 Caterpillars Pre-School

Held on	<u>6<sup>th</sup> July 2017</u>
Date to be reviewed	<u>June 2018</u>
Signed on behalf of the management committee	<u></u>
Name of signatory	<u>Andi Clark</u>
Role of signatory (e.g. chair/owner)	<u>Chair of the Committee</u>