

4.2 Policy for non-payment of fees

Policy Statement

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

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

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment 3.4 The wider environment	

Procedures

In order to achieve this aim the Nursery will:

- At induction fully inform parents/carers of the fee and payment structure of the Nursery.
- Issue invoices to the 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 Nursery without payment or their payment has been dishonoured the Nursery will follow the following staged procedure:
 - 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.
 - 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 fourteen days no further action will be taken.
 - If after fourteen days full payment or a payment plan, agreed by the Nursery's 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.

- If payment is not received within four days the Nursery will immediately begin proceedings in the County Court for which we charge an administration fee of £50 and all court costs. If the Nursery is required to attend at County Court, costs will be applied at a rate of £20 an hour.