



## **Payment of Fees Procedure**

1. Invoices for fees are normally issued termly, in advance, within the first two weeks of each half term.
2. Where a child starts at some point during the term or their sessions are increased, an invoice will be issued within two weeks of the start date.
3. If a child is off sick, fees are still payable. This is to retain the child's place.
4. If the child has a long hospitalisation or illness, the parent/carer can ask the management committee administrator to review the situation.
5. If the parent/carer wishes to remove the child or reduce the number of After School sessions, four weeks notice must be given in writing or four weeks fees paid.
6. Where monies are owed to the parent/carer due to a reduction in sessions or the termination of a place, they will be paid within one week of the receipt of notice.
7. Where fees are paid by the parent/carer, payment is expected within one week of the date that the invoice is received.
8. If payment at this time is not possible then the parent/carer should approach the administrator to discuss a mutually agreeable payment schedule.
9. Parents may opt to pay fees on a weekly basis by prior arrangement.
10. Late fees will be charged if a child is not collected promptly by the end of the session. £15 charge will be made plus £5 for each 5 minutes thereafter.
11. If payment has not been made within one week of the expected payment date the parent/carer will be given a verbal reminder by the administrator.
12. If payment has not been made within 2 weeks of the expected payment date a written reminder will be issued to the parent/carer. A copy of this procedure should be enclosed. A break down of what is owed should also be included.
13. If payment has not been made within 4 weeks of the expected payment date a formal letter will be issued to the parent/carer requesting payment of fees and informing them that they are putting their child's Nursery or After School Club place at risk. A break down of what is owed should also be included.
14. If payment has not been made within 6 weeks of the expected payment date a formal letter will be issued to the parent/carer giving them one week to arrange for payment of fees. They should also be notified that their child's place at Nursery or After School Club will be terminated a week hence (indicating this date), if this is not forthcoming and that the debt will be pursued through the small claims court. A breakdown of what is owed should also be included.
15. If payment has not been made within 7 weeks of the expected payment date a formal letter will be issued to the parent/carer informing them that their child's Nursery or After School Club place has been terminated (indicating this date)

and that the debt is being pursued through the small claims court. A breakdown of what is owed should also be included.

16. A claim should then be submitted to the small claims court.
17. Once a payment schedule has been negotiated by the administrator to bring payment of fees up to date, should the payments again fall behind by at least two weeks, this policy will be re-instated at the point at which it was left off. No further negotiation will be entered into and only full payment of the debt will ensure the security of the child's place at the Club.
18. Although the Headteacher and governors should be kept abreast of any situation involving non-payment of fees this should be done discreetly and without the identification of the individual(s) involved. This information should be held by Club staff, the Headteacher and administrator only.
19. It is the responsibility of the Administrator to ensure that this policy is implemented.

**Written/ amended: April 2018**

**Date of Review: April 2021**