

Procedure for Non-Payment of Fees

Method:

1. It is routine for an invoice to be issued to parents for payment of fees. This invoice states that if fees are not received or a payment plan agreed within 14 days, a verbal or text message reminder will be issued. This reminder will normally be made by pre-school management.
2. Following the verbal/text message reminder, the parent has a further 14 days to complete payment of fees or agree to a payment plan.
3. Should this period lapse, a letter will be sent to the parent from pre-school management by recorded delivery requesting full payment of fees.
4. If payment is not forthcoming within a further 14 days, a member of the pre-school committee will send a letter by recorded delivery to the parent requesting payment of fees, stating that court action will be taken should payment not be received and that the child's place at pre-school will be withdrawn should payment not be received.
5. Should payment not be forthcoming within two months from the date of the original invoice, the child's place will be withdrawn and the matter will be referred by a member of the committee to the court in order to reclaim all monies owed.

Please note: if an invoice is not paid in full within the half term in which it was issued, we reserve the right to revoke your child's place, or reduce their hours to allocated funded hours only, until full payment is received.

Version	Changes made	Author	Date
1.0	Baseline	Lyn D	31 st Dec 2015
1.0	Reviewed, no changes made	Amanda H	13 th June 2016
1.0	Reviewed, no changes made	Lyn D	1 st June 2017
1.1	Change of wording to 1) and 2) to include a reference to text messages. Statement in bold added	Lyn D	3rdMay 2018
1.1	Reviewed, no changes made	Lyn	17 th Oct 2019