

PAYMENT/NON-PAYMENT OF FEES

Branston Pre-School is a charity and therefore relies heavily on the prompt payment of fees in order to function. The administrator will, in writing, advise parents/carers of the amount of fees due. Fees should be paid by the date stated on the invoice. If a parent/carer is unable to pay fees within the time period then they must advise the administrator and provide a genuine reason why they are unable to pay. In exceptional circumstances Pre-School may agree to fees being paid by a payment plan.

Payment plan

Payment plans are plans agreed between Pre-School and the parent/carer detailing the dates and amounts to be paid. If the plan is not adhered to by the parent/carer then Pre-School will implement its policy on late payment of fees.

Late Payment of Fees

If fees remain outstanding then Pre-School reserves the right to undertake any of the following actions as appropriate:

- Charge interest on the amount outstanding at a daily rate of 4% above the base rate of Barclays bank plc
- Exclude the child from Pre-School
- Pursue the matter in the small claims court

Where a family owes money and is not prepared to agree a plan of action to clear the debt, preschool reserve the right to withdraw free entitlement funding in our setting for their child/children until the debt is cleared.

Bounced Cheques

In the event of a cheque being returned to pre-school's bank account marked unpaid we will:

- Contact the parent or guardian of the child concerned, if the payment is for fees. In any other case, we would endeavor to contact the account holder
- Ask for an alternative payment to be made to *include* the fee we are charged by our bank for accepting the original cheque.
- Allow the parent 5 working days to discuss the returned payment with their bank and/or account holder