



Village Hall, Chapel Road, Fingringhoe, Colchester, CO5 7BH

☎ 01206 729731

Registered Charity No. 1031056

Non-Payment of Fees

This policy was adopted by Roman River Preschool in September 2021

Statement of Intent

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

Aim

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

Methods

In order to achieve this aim the setting will:

- At induction, fully inform parents/carers of the fee and payment structure of the setting.
- Issue invoices to 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 setting without payment, or their payment has been dishonoured, the setting will follow the following staged procedure:

1. Issue an 'Overdue Account' letter/email, 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 a 'Second Warning' letter/email will be issued asking for immediate payment in full within seven days plus a £20 administration fee. If payment is received within seven days no further action will be taken.
3. If after fourteen days from the original 'Overdue Account' letter/email full payment or a payment plan, agreed by the settings management, has not been received, a 'Final Warning' letter/email will be issued plus a further £20 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 seven days, no further action will be taken.

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