

Payment of Fees Policy

Aim

In order to run a high quality childcare setting it is essential that fees are paid on time. Childcare fees are invoiced monthly and must be paid within 14 days of receipt of invoice, unless other arrangements have been made with management. Invoices are sent out on the 27th of each month.

Childcare should be paid for in advance to secure the child's place and allow for staff planning in accordance with CSSIW regulations.

Procedure

Any account falling into arrears will trigger the following procedure:

- If an account falls into arrears a reminder invoice will be issued to bring account up to date within seven days.
- If this fails a letter will be issued informing that if account is not paid in full by month ending the account arrears will be passed to a Debt Collection Agency and the child will be unable to attend nursery.

Any child leaving the setting with outstanding fees will trigger the following procedure:

- In order to give a last opportunity to settle an account the parent / carer will be informed of the date that information will be passed to the Debt Collection Agency.
- If the account is not settled it is out the hands of the setting, and all payment plus any additional charges by the debt collection agency will have to be paid to them.
- Fun Foundations uses HM & Tribunals Money Claim Service to recover debt.

Date of Review	Changes Made	Signatures	Date of Next Review
19/04/2016	Introduction of new policy	A. Ferguson	April 2017
05/04/2017	None	A. Ferguson	April 2018



Reminder Letter 1

Address

Date

Dear [insert name],

I enclose a copy of invoice number(s) xxxx which is/are overdue for payment. The total amount outstanding is £

If you feel there is a discrepancy on the invoice please contact me as soon as possible by telephoning [insert number] otherwise I look forward to receiving your payment by return.

Yours faithfully,

Your Name

Your Job Title



Reminder Letter 2

Address

Date

Dear [insert name],

Invoice Number (s) xxxxxxxxxxxxxxx

Overdue Amount £xxxx

Despite my previous reminder the above debt is still outstanding. Please note that unless payment is received by [insert date (suggest 7 days)] I will have no alternative but to consider whether the nursery can continue to offer a place to your child(ren).

Your continued inattention to this debt is likely to result in your account being passed to an outside agency for collection through the legal system. This will incur additional fees payable by you.

Yours faithfully,

Your Name

Your Job Title



Reminder Letter 3

Address

Date

Dear [insert name],

Invoice Number (s) or child(ren) name xxxxxxxxxxxxxxx

Overdue Amount £xxxx

Despite my previous reminder the above invoice is still outstanding.

We are a private nursery with limited reserves and rely on prompt payment of invoices to ensure we can pay staff wages and provide the resources the children need and enjoy.

It is with regret that unless payment is received by [insert date (suggest 7 days)] we will not be able to offer your child(ren) a place from [insert date].

Yours faithfully,

Your Name

Your Job Title