



Unpaid Fees Policy

Playhouse Pre-school

Broadwater

Statement of Intent

Playhouse Pre-school is a non profit making organisation. We charge fees for each session of the Pre-school to cover our costs and to benefit children at the Pre School. Late payment of fees adversely affects our cash flow and increases our administration costs.

This Policy sets out how we handle unpaid invoices to protect the financial position of the Pre-school, for the benefit of all children in the Pre-school.

EYFS Key Themes and Commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Developing
1.2 Inclusive practice	2.1 Respecting each other	3.3 The Learning environment 3.4 The wider context	

Procedure

- Payment must be made in advance of a child's session/s.
- Payment by bank transfer is preferred, but cheque and cash payments are also acceptable. Cash payments must be made through a senior member of staff, as staff are not permitted to handle cash. Payment can also be made with childcare vouchers.
- If fees are not paid on time we reserve the right to suspend a child's sessions.
- If the fees are not paid on time, the Pre-school will notify the parent/carer verbally or in writing and request payment at the earliest possible opportunity.
- A late payment fee of £10 per week may be applied to cover the cost of supplementary invoices and or calls.
- The Pre-school will be sympathetic to parents/carers who are having or who anticipate having difficulty in paying and it may be possible to arrange an individual payment plan.
- However, this must be negotiated between the Pre-school Manager and parents/carers, preferably in advance. Any family in this situation should contact the Manager at the earliest opportunity to arrange a confidential meeting.

- If fees are paid persistently late or not at all with no explanation, the Pre-school will issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Pre-school being forfeited. This letter will state the final date by which outstanding monies must be paid. If payment is not made by this date, the Pre-school will be forced to withdraw the child's place. Under exceptional circumstances, the Manager may agree to allow the child to continue attending the Preschool for the remainder of that week.
- Once a child's place has been forfeited, the Pre-school will pursue payment of unpaid fees in the small claims court.

This policy was agreed by the staff of Playhouse Pre-school Broadwater.

Adopted on 6th October 2011 and will be reviewed annually.

Reviewed on 10th July 2023 by Z. Munford