



## 21. Non-payment of Fees Policy

### Our aim

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

As a registered childcare provider we offer nursery education funding places for all eligible 2, 3 and 4 year olds. Where funding is not received for a child or where hours are required in excess of funded hours, then fees are payable at the current rate.

Parents/carers are required to sign an agreement on entry.

An invoice will be issued on entry to pre-school. Fees will be calculated on a monthly plan, an overview for the planned year will be given to parents. then paid in monthly payments. . A notice period of 4 weeks must be given to terminate your child's place at Pre-School . This period is payable.

Fees can be paid by cash, card, cheque (made payable to 'Yaddlethorpe Pre-school) or Tax Free Childcare Vouchers

**If payments are not made by the end of each month or as agreed the following procedure will be applied:-**

1. An 'Overdue Account Reminder' will be issued asking for full payment 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 will be issued asking for immediate payment in full plus a £10.00 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 Reminder' the account is still outstanding, or a payment plan has not been agreed by the pre-school and parent, a 'Final Warning' will be issued plus a further £10.00 administration fee. At this stage the child's place will be withdrawn until payment in full is received. If payment in full is received within seven days no further action will be taken.
  
4. If payment is not received within seven days of the 'Final Warning' letter, the pre-school will immediately begin proceedings in the County Court for which we charge an administration fee of £50.00 and all court costs. If the pre-school is required to attend at County Court cost will be applied at a rate of £25.00 per hour

Reviewed September 2025