

11.1 Attendance, payment of fees, late payment and non-payment of fees

Policy statement

We aim to set our fees at an affordable and at a competitive rate while providing childcare to the highest quality.

Procedures

Current Fees: September 2020

Deposit amount	£80 this is returned to you the term before your child turns 3 years old
Hourly Rate	£5.50per hour
Early bird / lunch club	£3.50 if not included in funded hours
Consumable Charge	£0.50 per session
Late Collection fee	£5 per for every 15 minutes

Payment of fees

- Fees are payable half termly in advance. Half of the total invoice is to be paid within 2 weeks of the invoice date, the remaining half is due on the 1st of the following month. *For example for an invoice dated 3rd Sept, half would be due by 17th Sept and the remainder due on 1st of October.*
- Fees are payable for all sessions booked, even if some are missed due to illness, or other reasons.
- In the case of long term absence due to sickness and/or hospitalisation, fees may be waived but please always contact the business manager to discuss this at the earliest opportunity.
- Failure to pay fees on time may jeopardise your child's place and sessions, non-payment of fees may result in the withdrawal of a place.
- Fees can be paid in cash, cheque or by BACS payment and all cheques should be made payable to Mulberry Pre-School and must be handed in and checked by the manager. Receipts will be issued for any cash payments.
- We accept childcare vouchers and are members of the tax free childcare scheme.

Late payment and non-payment of fees

All parents/guardians are expected to assist in the smooth running of the setting by paying promptly on a half termly basis.

Action taken by the treasurer on non-payment of fees

The Treasurer will receive notification of all fees due from Nikki at the start of each half term.

1. After one week, if payment has not been received, the business manager will issue a gentle 'reminder to pay' email. If payment is received within seven days no further action needs to be taken.
2. If payment is not received, the Treasurer will issue an 'Overdue Account' letter asking for payment in full within seven days. If payment is received within seven days no further action needs to be taken.
3. If payment is not received a further letter will be sent out asking for immediate payment in full. If payment is received by the child's next session at pre-school no further action will be taken.

11.1 NON-PAYMENT OF FEES



4. Should payment remain unpaid by the child's next session at pre-school, a final 'Warning' letter will be issued. The child will not be allowed to attend any additional hours over the funded hours your child receives until payment is received in full (including any costs incurred by pre-school in the pursuit of the overdue fees). The parent/carer will be warned that if payment is not received within seven days then the pre-school will have no alternative but to take legal action to recover the outstanding payment via the small claims court. If payment is received no further action will be taken.
5. If payment is not received within seven days, the pre-school will immediately begin proceeding in the County Court for which we charge an administration fee of £50 AND all court costs. If a representative from the pre-school is required to attend County Court, costs will be applied at a rate of £20 per hour.

As a considerate organisation we appreciate that occasionally unforeseen circumstances may occur that result in the late payment of fees. We are committed to resolving payment issues promptly with parents/guardians as openly and fairly as possible and will agree an appropriate payment plan. Confidentiality will be assured.

This policy was adopted by:	Mulberry Pre-School
On (date):	September 2020
Date to be reviewed:	June 2021
Signed on behalf of the provider:	George
Name of signatory:	Georgina Stevens
Role of signatory:	Chair