

# Outstanding fees policy

## Policy statement



The setting holds procedures for the collection of outstanding fees

## Procedures

- The Pre-school Manager will first confirm that outstanding fees have not been received and will send a polite reminder.
- If the outstanding amount has not been paid, and no explanation given from the parent within 7 days of the reminder, a further reminder (letter one) will be sent.
- A further reminder (letter two) will be sent if the outstanding amount remains unpaid, and there has been no communication between the parent or a member of staff
- If there has been no payment or correspondence received within ten days of letter two being sent, the Chairperson will be informed and letter three will be sent.
- If the chairperson receives no communication or payment, the matter will be placed in the hands of the small claims court and childcare may be stopped.
- Every effort will be made to prevent the need for legal action. The Committee will look at each individual case and will support parents/carers to arrange suitable arrangements if required.