

10.15 Non-Collection of Payment Policy



Statement of intent

It is our intention to make our Pre-School accessible to children and families from all sections of the local community. As a registered charity this must include the collection of payments from parents of non-funded children, and those that are accessing additional hours outside of their Free Early Education entitlement. We advise parents that entitlement to a Free Early Education place does not offer a guarantee of a place at any one provider or a particular pattern of delivery.

Aim

We aim to ensure that all sections of our community have access to the Pre-School through open, fair, and clearly communicated procedures. We also aim to ensure that the sustainability of the charity is not compromised by parents incurring debts which become unpaid.

Methods

To achieve this aim, we operate the following policy.

Our aim is to provide accessible education to all children in our care.

Payment of Fees

- The fees for each term **must** be paid within seven days of the date of invoice. Late payments may be subject to a late payment fee of £25.00.
- During the seven days an email reminder will be sent to all parents/carers
- If the fees remain unpaid after seven days, the first reminder in writing with a copy of the invoice is emailed to the parents/carers.
- If after another three days the fees remain unpaid the final reminder in writing with a copy of the invoice, previous reminder letter and a copy of the Non-Collection of Payment Policy is emailed to the parents/carers. The late payment fee of £25.00 will be added to the child's next term invoice.
- If payment has not been received within three days of the final reminder Mereworth Pre-School reserves the right to exclude a child for breach of contract. Therefore, the parents/carers will be emailed a letter in writing stating that their child is unable to continue at Mereworth Pre-School until all remaining fees are paid in full. Please note that until arrears are paid in full your child will be able to attend for their funded hours only.
- Parents/carers must be aware that failure to pay monies due will not only mean that the child is stopped from being able to attend the Pre-School, but that referral to a small claims court may also follow incurring additional court costs.
- Any dispute should be accompanied by receipts and referred in writing to the Chairperson of the Pre-School.
- Fees are payable by cash, bank transfer and Government Tax-free Childcare Account. We currently accept Childcare Vouchers however, this scheme ceased in October 2018 so is only eligible for parents/carers that are part of a Childcare Voucher Scheme with their organisation.

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Payment of Consumables

- We also ask for a contribution of £20.00 per child per term towards consumables. The payment of consumables **must** be paid within seven days of the date of invoice.
- For Free Early Education funded only children this is a voluntary charge. Please speak to the Manager in confidence if you are unable to contribute. Invoicing terms and conditions apply.

Payment of Uniform

- The uniform order form must be completed to purchase uniform from Mereworth Pre-School.
- Payment must be made in full by cash or bank transfer prior to receiving the uniform.
- Once the payment has been received the uniform will be sent home with your child.

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Date of Policy:	November 2021
Date to be reviewed:	September 2023
Signed by the Manager:	
Signed by the Committee:	
Name of signatory:	
Role of signatory:	