



Little Ducklings Pre-School

## **Fee Recovery Policy**

Little Ducklings Pre-School's policy on fee notification, collection and arrears is summarised below:

- At the middle of each calendar month Parents/Carers will receive an invoice detailing the fees payable for the following month. This invoice will specify the fee per session, the number of sessions that a child is due to attend and the total payment due for the month.
- Pre-School fees are payable in full by the end of the first full week of the month. Payments may be made by cash or bank transfer or child vouchers (cheques are accepted if unable to pay by cash or bank transfer). If any cheque is returned as non-payment the parent/Carer is liable for any handling fee levied by Pre-School's bankers.
- In certain circumstances payment of fees in full for a month may not be feasible. In this instance the Parent/Carer of the child(ren) concerned must discuss and agree with the Pre-School Manager/Office Manager at the beginning of the month and arrange an alternative schedule for the payment of fees. Any agreement for which payment is deferred is made at the discretion of the Pre-School Manager/Office Manager. All such discussions will be treated in complete confidence.
- Exceptional arrangements may be granted on a temporary basis.

If a family has used the Pre-School's services without payment being made or if their payment has been dishonoured or unacceptably delayed the following procedure will be followed:

- During the second full week of the month the Parent/Carer will be reminded that fees are due by the end of the week. If payment is received within this time no further action will be taken.
- Should no payment be made, or no deferred payment schedule agreed by the end of the second full week of the month the Office Manager will issue an email reminder notice to the parent asking for payment within 7 days. If payment is received within this time no further action will be taken.
- Should no payment be made, or no deferred payment schedule agreed by this stage, the child/children will be unable to use any extra (other than their government entitlement) Pre-School services until payment has been made in full. If payment is received within 7 days no further action will be taken and the child/children may resume attendance at Pre-School.
- If no payment is made then Pre-School reserves the right to take appropriate action to recover fee arrears.

Signed on behalf of Little Ducklings Pre-School: \_\_\_\_\_

Position: \_\_\_\_\_