

LITLINGTON PRE-SCHOOL FEES AND ARREARS POLICY

Litlington Pre-school is a registered charity. It is not a profit-making organisation and relies on fees, voucher income Early Years Funding and occasional grants for its day-to-day running costs. These costs are considerable and prompt payment of fees is essential to ensure that overheads can be met. Families who pay their fees punctually cannot be expected to support those who wilfully withhold payment.

Late payment of Pre-school fees is detrimental both to Pre-school and to the families involved. This policy is intended to minimise arrears to Pre-school and facilitate the recovery of outstanding fee payments, whilst at the same time respecting true cases of financial hardship.

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

- Before the end of each half term the Pre-school Treasurer/Administrator will advise each parent by email of the fees payable for the following half term. This notice will specify the number of sessions and hours for the half term that a child/ or children are due to attend with the total amount payable that half term.

A paper copy of the invoice will be provided on request.
- Pre-school fees are payable in full within 14 days from the start of the half term. Payments may be made by BACS, cash or by cheque. If any cheque is returned as non-payment the parent is liable for any handling fee levied by Pre-school's bankers.
- In certain circumstances payment of fees in full for a half term may not be feasible. In this instance the parents of the child/children concerned must discuss and agree with the Pre-school Treasurer/Administrator or Pre-school Leader at the beginning of half term an alternative schedule for the payment of fees. Any agreement for which payment is deferred is made at the discretion of the Pre-school Leader or Administrator and/or Treasurer. All such discussions will be treated in complete confidence.
- Exceptional arrangements may be granted on a temporary basis and/or advice can be offered as to grants that may be available.
- The pre-school offers a flexible payment system for families with differing means. Once children are in receipt of funding the flexible payment system will no longer be offered.

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 week of the bill being issued the parent 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 once the bill is issued the Pre-school Treasurer/Administrator will issue a written reminder notice to the parent asking for payment within 5 days. An administration fee of £10 will be added to the fees due. The option of agreeing a deferred payment schedule is no longer available. If payment is received within this time no further action will be taken.
- If no payment is received a further written reminder will be issued requesting immediate payment with an additional administration fee of £10. At this stage the child/children will be unable to use Pre-school services until payment has been made in full. If payment is received within 5 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 legal action to recover fees arrears. It is the Pre-school's policy to pursue all unpaid fees through the small claims procedure in the County Court.
- Four working weeks notice is required to terminate a child's place at Pre-school or reduce their attendance. Failure to give the required notice will result in fees being charged to cover loss of revenue.

This policy was amended at the Committee meeting on 15th September 2025

Signed on behalf of Litlington Pre-school

Yvonne Rolfe, Leader

Signed on behalf of Committee

Samantha Harris Chair