

# Collection of Fee's Policy



## **Non payment of fees and collection of overdue fees**

Where no prior arrangement has been made with the owners.

- If payment is not received within TWO WEEKS of the bill being issued, the owner will contact the parent/carer to discuss the matter of non-payment.
- If payment is not received within FOUR WEEKS the owner will write to the parent/carer informing them that their child's sessions will be reduced until the arrears have been paid.
- If payment has not been received by the END OF HALF TERM or a PRIOR ARRANGEMENT MADE BETWEEN THE OWNER AND THE PARENT/CARER IS BROKEN, the owner will write to the parent/carer to inform them that their child will no longer be able to attend playgroup unless the arrears are paid immediately. This may result in the child's place being allocated to another child on the waiting list.
- If fees are left outstanding when a child leaves playgroup, the owner will contact the parent/carer to discuss how the arrears will be paid.
- Should fees still remain unpaid, the owner will decide whether to pursue the matter through the courts.