

# Procedure for Non Payment of Fees

## *Statement of Intent*

It is our intention to ensure all fees are paid on time to enable Bishy Barnabees Day Nursery to remain operational.

## *Aim*

We aim to ensure, where possible, invoices are issued on time giving families as much time as possible to pay their fees. We work in partnership with parents and set up payment plans if the need arises.

## *Methods*

In order to achieve this aim, we operate the following procedure for non payment of fees:

- Invoices are issued as close to the 15<sup>th</sup> of the month as possible, with the invoices relating to the following month. Invoices are only issued once the previous invoice has been paid.
- Fees are due on or before the 15<sup>th</sup> of the relevant month, therefore paying half the month in arrears and half the month up front.
- If invoices remain outstanding after the 15<sup>th</sup> of the month, a slip is given to parents detailing the outstanding amount and also the 5% interest charged due to late payment. The slip also explains that if invoices are not paid by the end of the month, their child's place may be suspended until the invoice has been cleared in full.
- If families are struggling to pay their invoices, we are happy to discuss a payment plan which suits both parties.

This policy was adopted in May 2013 and updated July 2015 Reviewed March 2017.

See also Charging Policy.