

Woodham Mortimer Pre-School
Woodham Mortimer Village Hall
Post Office Road, Woodham Mortimer, Maldon, Essex CM9 6SX
Telephone: 07742 228077
Website: www.woodhammortimerpre-school.org.uk
e-mail: woodhammortimerpreschool@hotmail.com
Registered Charity Number: 1060526 DFES / OFSTED Number 650168
PSLA Membership Number: 20167

ADMINISTRATION

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs

4.5 – NON-PAYMENT OF FEES POLICY

POLICY STATEMENT

It is our Policy to pursue all unpaid fees through the County Court for the recovery of the Pre-School's money.

PROCEDURES

We aim to ensure financial stability of the Pre-School by having a fair and consistent process for pursuing non-payment of fees.

In order to achieve this aim the Pre-School will:

- At induction fully inform parent / carers of the fee and payment structure of the Pre-School in writing
- Issue invoices to parents when fees are due. The invoice will give details of the sessions being paid for and the rate being charged
- Accept payment by cheque made payable to Woodham Mortimer Pre-School, cash or Accor Childcare Vouchers

If a weekly payment plan is agreed between a family and the Pre-School, the Pre-School reserves the right to withdraw that facility if weekly payments are not made. If payments are not paid, as agreed, the full amount outstanding will then be due within seven days of the issuing of an overdue account letter.

If a family has used the services provided by the Pre-School without payment or their payment has been dishonoured, the Pre-School will adopt the following staged procedure:

1. Issue an 'Overdue Account' letter asking for payment (plus bank charges if applicable) in full within seven days. If payment is received within seven days no further action will be taken.
2. If payment is not received a 'Second Warning' letter will be issued asking for immediate payment, in full within a further **seven** days plus a £10 administration fee. If payment is received within that **seven** day period no further action will be taken.

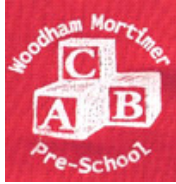
3. If after **fourteen** days from the original "Overdue Account" letter, full payment or a payment plan agreed by the Pre-School's Practice Manager and Committee Chairperson, has not been received, a 'Final Warning' letter will be issued plus a further £10 administration fee. At this stage your child(ren) will be unable to use our services until payment in full is received. If payment is received within **seven** days of the "Final Warning" letter, no further action will be taken.

If payment is not received within **seven** days of the "Final Warning" letter, the Pre-School will immediately begin proceedings in the County Court for which we charge an administration fee of £50 and all court costs. If the Pre-School is required to attend at County Court, costs will be applied at a rate of £20 per hour.

Please see sample warning letters attached to this Policy.

This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee

Date of Meeting
Next Review Date	<u>January 2011</u>
Signed on Behalf of Woodham Mortimer Pre-School
Name of Signatory	<u>Kayte Terrett</u>
Role of Signatory	<u>Chairperson – Woodham Mortimer Pre-School Committee</u>



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SAMPLE – “OVERDUE ACCOUNT” LETTER

[Name & Address]

[Date]

Dear [Parent / Carer's Name]

RE: OVER DUE ACCOUNT - INVOICE NO., AMOUNT £

According to our records your account is now overdue. Please forward your remittance for the amount stated above within 7 days of this letter to the above address. A copy of the invoice is attached.

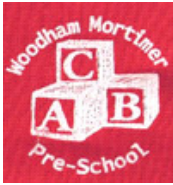
If you have already forwarded your remittance, please accept our apologies for contacting you regarding this matter.

If you have any queries relating to your account, please contact the Finance Clerk (Janine Archer) on 01245 227462.

Yours sincerely

[Name]
Chairperson
On Behalf of Woodham Mortimer Pre-School Committee

enc.



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SAMPLE – “SECOND WARNING” LETTER

[Name & Address]

[Date]

Dear [Parent / Carer's Name]

SECOND WARNING RE: INVOICE NO.

Further to my letter dated relating to the overdue invoice above, the amount of £..... is still outstanding on your account. If the full amount is not received within 7 days from the date of this letter, further action will be taken to recover this debt.

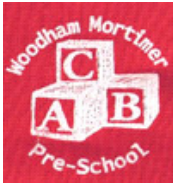
I have enclosed a copy of the invoice for your reference.

Please forward a cheque made payable to Woodham Mortimer Pre-School to the above address.

Yours sincerely

[Name]
Chairperson
On Behalf of Woodham Mortimer Pre-School Committee

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SAMPLE – “FINAL WARNING” LETTER

[Name & Address]

[Date]

Dear [Parent / Carer's Name]

FINAL WARNING RE: INVOICE NO.

Further to my letter dated relating to the overdue invoice above, the amount of £..... is still outstanding on your account. If the full amount is not received within 7 days from the date of this letter, the Pre-School will have no alternative but to commence legal proceedings through the County Court. We will send no further reminders. If payment is received within 7 days no further action will be taken.

I have enclosed a copy of the invoice for your reference. Please forward a cheque made payable to Woodham Mortimer Pre-School to the above address.

Please note that if payment is not received within 7 days from the date of this letter, your child / children will be unable to use our services with effect from [DATE] until payment in full is received.

Yours sincerely

[Name]
Chairperson
On Behalf of Woodham Mortimer Pre-School Committee

enc.