



**Safeguarding and Welfare Requirement: Information and Records**

Providers must put in place a written procedure for dealing with the payment and non-payment of fees

**10.11 Fee's payment and non-payment**

**Procedures**

- All fee payments are due within 14 days of the invoice date unless otherwise stated.
- Payments can be made via cash or cheques made payable to Sunnybank pre-school.
- Fee payments must only be given to authorised members of staff and a signed receipt obtained.
- In the event of payment difficulties it may be possible to enter into payment terms – the contact for this will be stated on the invoice.
- If timely payments are not made this may result in your child's place being withdrawn.
- If failure to pay continues we will begin the recovery process and peruse all outstanding debts and associated recovery costs through the small claims court.

In the event of late payments letters will be issues automatically and without exception – unless contact has been made and alternative arrangements agreed.

This policy was adopted by

Sunnybank pre-school

On

01/04/2017

Date to be reviewed

Signed on behalf of the provider

A handwritten signature in cursive script that reads "Cheryl Gray".

Name of signatory

Role of signatory (e.g. chair, director or owner)