



0.11

Administration

11.2 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 Bank Transfer to the account on the invoice.
- 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- If timely payments are not made this may result in your child's place being withdrawn.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

Adopted on

24/11/2021

Date reviewed

17/05/2023

Date for next review

17/05/2024

Signed on behalf of the provider

Name of signatory

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