



Ferring Funtime Community Pre-school

PAYMENT ARREARS – Policy No. 36

Policy Statement

To ensure the smooth running of Ferring Funtime Community Pre-school, fees must be paid promptly and arrears dealt with promptly.

- Invoices are generated two weeks before the payment due date. Communication is required within that two-week period if parents/carers have difficulty paying or if you require to set up a payment plan.
- Payment is due on the 1st of the month unless otherwise stated
- A reminder will be sent one week after payment is due.
- A reminder letter will be sent out after payment is two weeks overdue.
- A second letter will be issued after 4 weeks if payment is not forthcoming and a £20.00 late payment fee will be added to the arrears and parents/carers will be informed that solicitors will be instructed if payment is not received within 7 days.
- If payment is still not received after 7 days, solicitors will be instructed to send a letter informing parents/carers that if payment is not received we will pursue the debt through the Small Claims Court.
- If fees remain outstanding, Ferring Funtime will proceed to the Small Claims Court to recover the debt.

This policy was updated and adopted on.....15th January 2020.....

To be reviewed byJanuary 2021.....

Signed on behalf of the pre-school

STwades

..... Chair

[Signature]

..... Treasurer