

# WESTMILL NURSERY

## NON-PAYMENT OF FEES POLICY

### Statement of intent

Westmill Nursery value their relationship with parents/carers and will be sympathetic towards any difficulty in paying their child's fees. However, we are unable to function effectively without these payments.

### Aim

We aim to help parents/carers to pay all fees due to us by offering an agreed flexible payment system and following a fair procedure.

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

- Parents/carers will be issued with an invoice at the beginning of each half term detailing the fees due.
- Fees are to be paid within the first week of each half term in advance.
- All cheques should be made payable to Westmill Nursery. We are also happy to accept cash payments.
- Fees are still payable should a child be absent for any reason. If a child is absent for more than a three week period (due to a hospital stay etc.). Parents will need to speak to the Nursery Manager prior to their child's absence where a discounted fee arrangement may be made.
- Fees become payable should insufficient notice to given notifying us that your child will be leaving Westmill Nursery. At least half a terms notice is required as stated and agreed in our Home/School Agreement, otherwise one month's fees in lieu of notice will be due. This amount will be invoiced and payable prior to their child leaving Nursery. If this amount is not paid then procedures will begin at the Small Claims Court.
- Should a parent/carer have problems paying their child's fees on time they should speak in confidence to the Nursery Manager. If an arrangement has not been made then the following procedure will apply.

### PROCEDURE

- If payments are 2 weeks late:
  - a reminder invoice will be issued
- If payments are 3 weeks late:
  - a third invoice will be issued accompanied by a letter and a copy of this policy (signed by the parent).
- If payments are more than 4 weeks late:
  - A final warning will be issued giving the parent/carer 14 days to pay the full amount due.
- If the full payment is not received after this time scale then procedures will begin at the Small Claims Court and the child will lose their place at Nursery.
- Westmill Nursery thank you for your understanding and will do all they can to avoid the above situation. However we are not able to function effectively without all payments due.

The policy was modified and adopted on (date): .....

Review Date: .....

Signed: (member of staff representing the group): .....

Role of signatory: .....

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I acknowledge and agree to the above policy.

Signed ..... Date .....

Name Printed ..... Child's Name .....