

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.

Administration

4.3 Non payment of fees policy

Policy statement

We welcome children and families from all sections of the community and believe that all children and families should be able to access the childcare and support they need, regardless of income or economic backgrounds. It is our intention to be sympathetic to the needs of children attending Rainbow when families encounter financial difficulties whilst competently collecting outstanding amounts as they fall due.

All fees must be paid when due, or a payment agreement should be in place. We expect all fees to be paid by either MONTHLY STANDING ORDER, INVOICED HALF TERMLY or INVOICED TERMLY.

This policy sets out the expectations of Rainbow Pre School in relation to payment of fees, including; session fees, snack fees and lunch club fees.

This policy is necessary in order to;

- Maintain the financial viability of Rainbow Pre School.
- Provide the Pre School with transparent methods of collecting fees due
- Give parents/carers a clear structure for maintaining payments

EYFS key themes and commitments

List in the boxes below, which key commitments of the EYFS this policy or procedure will be relevant to.

| A Unique Child | Positive Relationships | Enabling Environments | Learning and Development |
|------------------------|---------------------------|---|--------------------------|
| 1.2 Inclusive practice | 2.1 Respecting each other | 3.3 The learning environment 3.4 The wider context | |

Procedures

In the event of a personal crisis, the Finance Manager will offer different payment options to the parent/carer in order to resolve the situation for both parties. Parents/Carers should also be directed to the Assisted Places Policy if necessary. Rainbow Pre School also accepts employers' childcare vouchers.

The Finance Manager will take necessary steps to recover the outstanding fees, such as reminder letters, offering payments in instalments, discussions with individuals etc. If by the end of the current term, fees are still outstanding, a combination of one or all of the following approaches will be considered in consultation and agreement with officers of the committee;

- A personal letter to be sent from the Treasurer, explaining the importance of the fees in the running of the Pre School and asking for fees to be brought up to date immediately.
- Parents/carers to be invited to attend a personal interview to discuss the situation with the Finance Manager and the Treasurer.
- Suspension of the child's place pending payment of the outstanding fee due. In this situation, fees would continue to be charged during the suspension period (up to 2 weeks).
- Removal of the child from the setting and the place being offered to the next available child on the waiting list.
- Persual of the outstanding fees through the English legal system.
- Passing the debt to a collection agency.
- Where fees remain outstanding after the child has left the setting, any offers of places made to siblings will be conditional on outstanding fees being paid.
- All future payments to be made by Standing Order.
- Persistent late payment may also result in the child being removed from the setting.

All financial issues are dealt with in the strictest confidence. Personal details are not divulged in committee meetings etc and are only known by the management team and the Chair & Treasurer of the management committee. The Treasurer and Chair of the Management Committee should be kept informed of the position at all times and should be paramount in any decisions or action applied.

Legal framework

By accepting a place at Rainbow Pre School, parents/carers enter into an unwritten with us where we provide pre-school education in return for a fee. The terms of the contract are breached if fees are not paid. This policy sets out what action may be taken in case of a breach of contract.

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This policy was adopted at a meeting of

Rainbow Pre School

Held on

16th July 2018

Date to be reviewed

2020/21

Signed on behalf of the management
committee

Name of signatories

Lisa Brown & Lucy Daybell

Role of signatories (e.g. chair/owner)

Co-Chairs