 **Fee payment policy**

**Parents who pay monthly:**

* Invoices will be issued by the 20th of a month for the advance payment of the next month’s fees
* We expect payment for the month in advance, and to be received by the 1st of that month.
* Week 1: a member of staff (the Finance Administrator) will check during the first week of the month to see which bills have not been paid. Parents who have not paid will be given a statement which will go home with the child on their next session.
* Week 2: if the bill is still unpaid a letter will be sent to the home address asking for prompt payment and warning that the child will not be accepted to the nursery in week 3 if payment is not received
* Week 3: if the bill is still unpaid the child is not to be accepted into the nursery and a solicitors letter will be send threatening legal action if payment is not received.

**Parents who pay weekly:**

* Parents who pay weekly are expected to pay during the week before for the next weeks childcare
* Week of childcare: A member of staff (the Finance Administrator) will check each week to see which parents who pay weekly have not paid. Any who have not paid will be sent a statement to go home with the child.
* Week 2: if the bill is still unpaid a letter will be sent to the home address asking for prompt payment and warning that the child will not be accepted to the nursery from week 3 if payment is not received
* Week 3: if the bill is still unpaid the child is not to be accepted into the nursery and a solicitor’s letter will be sent threatening legal action if payment is not received.

Notes: Parents who contact the nursery and offer payments by instalments for that month’s money may negotiate on a case by case basis with the Finance Administrator. However, if that agreement is not kept to, they will not be allowed to build up any further debt. The child will not be accepted into the nursery for a following month while debts are outstanding.

Currently there are a number of parents paying by childcare vouchers during the month. There have been no issues of non-payment thus so far with this method. For the time being this arrangement will stand.

Signed on behalf of Pear Tree Nursery:

Date: 03.01.2020

To be reviewed: 03.01.2021