

# **Building Blocks Preschool and Daycare**

## **Non-Payment of Fees Policy and Procedure**

Building Blocks Preschool and Daycare Ltd. aims to ensure financial stability of the setting by having a fair and consistent process for pursuing non-payment of fees.

***We will pursue all unpaid fees through the County Courts for the recovery of the settings money.***

If a weekly payment plan is agreed between a family and the Pre-School, the invoice is issued towards the end of each month (for the commencing month) the Pre-School reserves the right to withdraw that facility and sessions if weekly / monthly advance payments are not made.

Any queries regarding the invoice (issued towards the end of each month), should be raised within seven days of the receipt of invoice, failing to do so, full invoice will be payable by the primary carers (signatories on the preschool enrolment form).

If a family has used the service provided by the setting without payment or their payment is dishonoured, the setting will follow the following staged procedure: • Issue an 'Overdue Account' letter asking for payment (plus bank charges if applicable) in full for the continuity of the services.

The setting reserves the right to deny / put on hold a place in case of any outstanding balance or services used and not paid for. The Full amount will still be payable if the place is on hold.

At this stage, your child(ren) will be unable to use our services until payment in full is received. payment is received within seven of the "Final Warning" letter, no further action will be taken.

• If payment is not received within seven days the setting will immediately begin court proceedings in the County Courts for which we will charge an administration fee of £50 and all court cost. If the setting is required to attend at the County Court, costs will be applied at a rate of £20 per hour.

### **Legal framework**

**Late Payment Legislation Act 2002.**