

Funtime Pre-school Ltd

Below is a copy of the overdue fees procedure, which was adopted at a committee meeting, held on Monday 5th February 2007. It was felt necessary to review this policy to protect the Pre-school from any potential financial losses.

OVERDUE FEES PROCEDURE

Stage One

If no payment has been received by 10 working days after the start of term the parent/guardian will receive a reminder letter.

Stage Two

If no payment or contact has been made within 5 days the Treasurer will contact the parent/guardian either in person or by telephone. At this stage the parent/guardian has the opportunity to inform us of their situation and discuss payment arrangements. The conversation will be confirmed in writing to the parent/guardian.

Stage Three

If no payment is received within 7 days of the confirmation letter the Treasurer will need to send a final reminder and give 7 days to reply.

Stage Four

If no payment is received within 7 days a termination letter will be sent informing the parent that the child will no longer be able to attend Funtime Pre-school and that legal action may be taken to retrieve loss of funds.

At any stage, if a parent/guardian has any queries or issues regarding paying their fees, they must contact either the Treasurer or Administrator, who will assist them in finding a solution. All matters are dealt with in the strictest confidence.

Policy adopted: 5th February 2007

Policy reviewed: July 2009