



Non- Payment of Fees Policy and Procedures

Little Saints Nursery will provide parents with full information about how and when to make fee payments. The invoice explains how to make payments and who to contact if there are difficulties making those payments on time. The nursery is not for profit organisation and cannot afford to have unpaid fees.

- Fees are calculated per term and broken down into more affordable monthly payments and are payable a month in advance.
- All fees to be paid by the date shown on the invoice, unless other arrangement has been made with the nursery.
- Failure to pay outstanding fees will result in a letter, phone call, text or e mail. If this approach still results in non payment, the following actions will be taken to claim the outstanding fees:

The parent/carer will be invited to nursery to discuss the outstanding balance.

The parent /carer may be able to set up a payment plan to recover the outstanding balance.

The child's place in nursery will be 'put on hold' (those children receiving Free Early Learning Hours will still be able to attend for their free hours), and he/she will not be able to return until the outstanding balance has been recovered or payment plan has been agreed upon and an advance payment is made.

The parent/carer will be given a date when the outstanding account needs to be settled by.

Failure to settle will result in legal proceedings taken to recover the outstanding amount.

This policy was adopted by the Committee on:

Signed by Chairperson: