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## Outstanding fees policy

### Policy statement

*The setting holds procedures for the collection of outstanding fees*

### Procedures

- *.The Pre-school leader and treasurer will first confirm that outstanding fees have not been received*
- *The Pre-School Leader will send a polite reminder*
- *If the outstanding amount has not been paid, and no explanation given from the parent within 7 days, Letter One will be sent*
- *Letter Two will be sent if the outstanding amount remains, and there has been no communication between the parent or a member of staff*
- *If there has been no payment or correspondence received within ten days of letter two being sent, the Chairperson will be informed and letter three will be sent*
- *If the chairperson receives no communication or payment, the matter will be placed in the hands of the small claims court*
- *Every effort will be made to prevent the need for legal action. The Committee will look at each individual case and will support parents/carers to arrange suitable arrangements if required.*

This policy was adopted at a meeting of  
Held on  
Date to be reviewed  
Signed on behalf of the management  
committee

Little Explorers Pre-School

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Name of signatory

Role of signatory (Chairperson)

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Chairperson

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