

## **Monies owed by families who use the setting.**

### **Abington Preschool Procedure:**

For families attending Abington Preschool a bill is issued for a child's attendance on a term by term basis and states that the monies owed should be paid to the setting within the first month or by instalments agreed with the finance manager. (If a family of a child/children attending our setting is having difficulty paying their bill the parents/guardians should initially speak with the manager or the finance manager to arrange a repayment scheme).

If the bill is not paid within one month then a written reminder will be issued.

If no communication has been received or any arrangements agreed between parent/carer and the finance manager within two weeks a final reminder and letter will be sent.

If the family continues to be unable to pay the outstanding bill, or a bill reaches £250 without any further payments being made, then the parents/carers will be asked to reduce their child's attendance down to the funded hours (if applicable). If the child is not in receipt of funding then the parents/carers will be asked to take their child out of the setting until such time as they have cleared their debt and are able to pay the next terms' bill in advance. If you have more than £100 of outstanding fees, you will not be able to book any additional casual sessions.

**Getting all money owed to the setting is essential as we are a charity and rely on prompt payments to keep the setting open. As a setting we will actively pursue the repayment of the amount in arrears via letters and then the small claims court if required.**

### **Families returning to the setting after incurring unpaid bills.**

If a family wishes their child or any further siblings or dependants to return to the setting after they have previously incurred a debt with the setting\* then they must agree to pay their bill a term up front for their child's attendance and then continue to pay a month in advance until their child leaves the setting.

\*This also applies to monies owed to Abington Out of School Club and Abington Annexe Sports (AAS).

### **Out of School Club and Holiday Club**

All sessions at the Out of School Club are booked via the iPal system. This system allows you to pay monthly. If however bills remain unpaid, then a reminder email to pay your invoice will be sent out. If an invoice remains unpaid, once the bill reaches £250, the parent/carers will be asked to take their child out of the out of school club until such time as they have cleared their debt and future sessions will be pay as you go or paid for monthly in advance.

The Holiday Club sessions are also booked via the iPal system. These sessions are paid for prior to attendance.

### **Monitoring and Review:**

This policy will be monitored by the administrator and the manager of AACC and will be reviewed at least annually.

### **ADOPTION AND ANNUAL REVIEW OF THE POLICY**

This policy was adopted at a meeting of: **Abington Pre-School.**

Print Name: RUTH BEACH

Date: 25/09/2017

Role: ADMINISTRATOR

This policy was reviewed on:	Signature and name:	This policy was amended on:	Signature and name:
17/10/2018			
27/01/2020	R BEACH	27/01/2020	R BEACH
22/11/2021	R Beach		
25/09/2023	E Roper	25/09/2023	E Roper
20/12/2023	E Roper	20/12/2023	E Roper