**Kingfisher Preschool**

* 1. **Invoicing and Fee Collection Procedure**
* An electronic invoice is emailed to each parent/guardian, unless we do not have their email address in which case they will be passed to the parent/guardian in paper form.
* The payment methods available are advised in the communication.
* If parents/guardians wish to pay via cash or cheque then this is placed by a member of staff into an envelope with details of who has paid and how much they have paid written on it.
* A receipt will be passed to the parent/guardian.
* The payment is then locked away and banked by Gemma our office administrator on a regular basis.
* Gemma provides details of any payments received into the bank account to the treasurer.
* The records are updated to identify any outstanding payments.
* After 2 weeks a first reminder is sent to the parents/guardians who have outstanding fees. (by email if we have the email address and by alternative methods if not)
* Should any payments remain outstanding after a further 2 weeks a second reminder will be sent to the parent/guardian with this procedure attached.
* After a further 2 weeks if the payment remains outstanding a final reminder will be sent, the child may lose their place at Kingfisher Preschool and the debt may be pursued through the small claims court.
* Any parents/carers showing a trend of late payments will be placed onto a weekly payment plan in order to prevent them from any future difficulties.

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| This policy was adopted by | Kingfisher Preschool | *(name of provider)* |
| On |  | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory |  |
| Role of signatory (e.g. chair, director or owner) |  |