

Walton Lane Nursery School & Rocking Horse Club

Policy:	PROCESS FOR PAYMENTS
Reviewed:	January 2013
Next Review:	3 years or as legislation may require
Responsibility:	Senior Access Worker
Category:	Childcare Policies

- Childcare fee payments are due weekly or monthly dependant on which payment method and time scheduling that has been discussed and agreed at the time of childcare commencing.
- The Senior Access Worker will inform the relevant Team Leader if outstanding childcare fees are of concern to the Access or Finance teams.
- Team Leaders will be asked to look out for the parent / guardian and engage them in conversation whilst a member of their service discreetly phones the Access Team on Tel. 118.
- A member of the Access Team will then make their way to the relevant room to approach the parent regarding payments issues.
- If there is a failure in the collection of outstanding monies, the following procedure for non-payment will take place:

It will be the responsibility of the Access Workers to notify the Finance Officer of any non-payment of childcare fees, who will action the recovery of any unpaid monies.

The following actions will take place:

- ⇒ The Access Team will provide in writing details of non-payments to the Finance Officer for information and action.
- ⇒ A copy of this will also be provided to the Head of Centre – for information.
- ⇒ The Finance Officer and Senior Access Worker will speak to the adult responsible for the unpaid monies, who will work towards a Repayment Agreement, which will be signed and agreed to by the parent and the Senior Access Worker / Finance Officer.
- ⇒ If the repayment agreement fails, a final demand will be sent to the adult responsible for payment.
- ⇒ If no response is received, court proceedings will be actioned by the Finance Officer to reclaim the outstanding monies.