



# Milverton House School and Nursery

## **Fee Collection and debt management Procedures**

The following information is made available to all parents on taking places within our nursery and school.

### **Nursery**

Fees are generated and issued on a monthly basis and sent to parents through the management at our nursery. Parents are requested to pay for nursery time in advance within a specified timescale. All financial questions and fee collection procedures are dealt with by the school registrar.

Parents are able to pay using various options including childcare vouchers, standing order, cheque and cash details are available on request.

Fee tracking is in place and should parents fall behind in payments meetings are arranged or telephone calls are made to discuss issues with payments.

Parents are issued with a late payment fee should payments not be paid within the calendar month that the fees are issued. Parents are given a two month period in which to resolve any outstanding fees, after which point the following procedures are followed.

In the event of a child being withdrawn from the nursery and outstanding fees being left unpaid the school will follow specified criteria to recover unpaid fees

- 1) Telephone calls to discuss details
- 2) Confirmation of outstanding fees in letter format
- 3) Notice to parents that their child's place will no longer be held.
- 4) Small claims through court proceedings, parents at which point would be liable for fees and court costs if fault proven.

### **School**

Fees are issued on a Termly basis; (September, January and April) parents are able to meet with the school registrar to discuss payment arrangements. Vouchers are utilised for the younger children within the school for fees and all children for after school care.

Parents may adopt any of the following procedures to pay fees.

- 1) Termly payment in full
- 2) Monthly payments via cheque, cash or internet banking
- 3) Standing Order
- 4) Annual payment

Throughout the term parents will be billed for out of hours care, trips and excursions. These are billed on a monthly basis and paid directly to the school office.

Fee tracking is in place and should parents fall behind in payments meetings are arranged to discuss issues with payments. Parents are issued with a late payment fee should payments not be paid within the timescales agreed. Parents are given a term in which to resolve any outstanding fees, after which point the following procedures are followed.

- 1) Telephone calls to discuss details
- 2) Confirmation of outstanding fees in letter format
- 3) Agreement to a payment plan to clear outstanding debt
- 4) Notice to parents that their child's place will no longer be held.
- 5) Small claims through court proceedings, parents at which point would be liable for fees and court costs if fault proven.