



BARNFIELDS EXTRA

BEFORE AND AFTER SCHOOL CLUB

NON-PAYMENT OF FEES POLICY

If fees are not paid on time the Financial and Administrative Manager will notify the parent/carer, in writing, and request payment at the earliest possible opportunity.

Parents/Carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/Carers are strongly advised to arrange a meeting at the earliest possible opportunity to avoid jeopardising their child's place at the Club.

As fees are paid in advance the Company will expect payment by the 28th of that month.

If fees are not paid after one month the Financial and Administrative Manager will investigate the matter and discuss, if appropriate, different payment plans.

The Financial and Administrative Manager has the right to issue formal warnings to the parent/carer informing them that continued late payment will result in their child's place at the Club being forfeited.

When all options have been explored and the fees are still not paid then the Company will have no alternative but to terminate the child's place at the Club.

To recover any owed amounts of money the Financial and Administrative Manager will, after one month of sending a letter to the parent/carer informing them that the matter is to be referred to a small claim courts, proceed with the prosecution.