



CVSE Non-Payment of Fees Policy

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Introduction

Calder Valley Steiner Education charges for additional hours over and above the NEF free entitlement. The Kindergarten keeps the fees at a low rate to enable as many families from many backgrounds to attend.

It is important to recognise that the Calder Valley Steiner Education can only keep the Kindergarten running efficiently and ensure staff salaries are paid in a timely manner if agreed fees are paid promptly.

CVSE does recognise that families may suffer from financial hardship from time to time and is always willing to listen.

The principles

- Parents of kindergarten children will pay for any additional hours above the free entitlement
- Parents will agree and sign a fees invoice yearly.
- In the case of 2 parents paying separately both parents need to agree the split and sign the appropriate invoice. NB Both parents are held jointly responsible for the fees being paid.
- Parents will agree payment terms – monthly, half termly, termly or annually.
- Parents will be given a copy of the invoice.
- Parents will pay the dinner monies account.

Non Payment

- Parents will be reminded if a payment is not made.
- If no further payment is made a letter/email will be sent home to remind parents to pay the outstanding amount.
- In the case of the fees being split between parents, and there are any unpaid fees, both parents will be made aware .
- Please note the reason that both parties need to be made aware is that the fees need to be met on an ongoing basis, and whilst the non paying parent is responsible for any debts occurred (in line with the individual signed invoices) the second parent may need to agree to pay the full fee in order for the child to continue with the existing hours.
- Payment arrears can be agreed to be paid at a lesser amount in order to pay the debt.
- If payment is not met and no agreement can be reached a letter will be sent explaining that if payment is not met the Kindergarten will have to serve notice (6 week) for the child to reduce their hours.
- If payment is not met and no agreement can be reached the child will need to reduce reduce their hours to the free entitlement only (this is always a last resort and one that the Kindergarten does not take lightly).

If the child has left the Kindergarten

- If a child leaves the Kindergarten with unpaid fees (the fees are split over 12 months, therefore all 12 payments must be made) an email will be sent to prompt payment, followed by a subsequent email.
- Charges will be added to the outstanding bill for reminders.
- If no payment or communication follows, the dept will be passed on to a debt collection agency .