

Stanton Drew & Pensford Preschool & Forest Club

Late Payment Policy

Payment of invoices is requested on receipt of the invoice. As a reminder, a copy of the invoice will aim to be issued on the 15th day after the first invoice is issued.

A first request for payment in the form of a letter will be issued on the 30th day after the invoice is first issued

A second request for payment will be issued on the 15th day after the first request for payment.

If an invoice is still unpaid following a second request for payment, we reserve the right to charge £20 as a late payment fee.

A third request for payment will be issued on the 15th day after the second request for payment. At this point an invoice with the late payment fee of £20 will be issued and is due for payment immediately.

If after three reminders an invoice remains unpaid, we reserve the right to start legal proceedings to recover any unpaid amounts. The cost of legal proceedings will be added to any debt outstanding at that point in time.

Late Collection

Staff are only paid until 3.15pm, and need 30 minutes to pack away, so we would therefore request that parents collect their children promptly. A late charge of £10 per 15 minutes late, or part thereof, will be charged when parents are late to collect their child.

Held on (date)	Monitoring and reviewing
Date to be reviewed (date)	April 2024
Signed on behalf of the committee	
Name and role of signatory	
Signed on behalf of preschool	Melissa Diaz

Stanton Drew & Pensford Preschool & Forest Club

Late Payment Policy

Name and role of signatory	Melissa Diaz -Preschool Leader
----------------------------	--------------------------------