



Busy Bees @ LPS – Late Payment Policy

Busy Bees @ LPS is a registered charity and is not permitted to operate at a loss, nor to operate as a profit making organisation. We charge fees for each session to cover our costs and to benefit children at Busy Bees. Late payment of fees adversely affects our cash flow and increases our administration costs. This policy sets out how we handle unpaid invoices to protect the financial position of Busy Bees, for the benefit of all children and their families.

The payment procedure is as follows:

- Invoices for Preschool sessions will be issued at the beginning of each half term, payable in advance of sessions
- Invoices for Extended Services will be issued at the end of each month, payable in arrears of sessions taken
- Invoices are issued by email to reduce our costs as we are a charity. If parents do not have access to email we will provide a paper copy.
- Parents/Carers have 7 days from the date of the email in which to pay the bill by BACS. If parents have a paper copy, they have 7 days from receipt to pay the bill. Busy Bees do not accept cheques or cash for payment of Preschool, Breakfast or After School Club sessions.
- If the fees are not paid within 7 days, Busy Bees will notify the parent/carer by letter as a reminder. If parents/carers have already paid, they are advised to provide proof of payment to the Manager (term time), Emma Davis. If they have not yet paid, they have a further 7 days to do so before a late payment charge of £12 is added.
- If payment is still not received 7 days after the Late Payment Letter, a letter will be sent to parents which informs them they have incurred a £12 administration charge and 7 days in which to pay their bill in full or the child will lose their space at Busy Bees.
- Should the bill remain unpaid at the end of this 7 day period, Busy Bees will write to the parent to inform them that their child's sessions have been forfeited and they can no longer attend Busy Bees.
- Any outstanding fees will be pursued through the small claims court.

For Preschool sessions, as sessions are paid for a half term in advance, Busy Bees cannot offer refunds for sessions missed due to illness, holiday or should we have to close due to adverse weather. Also, we are not able to offer another session as a replacement should a child not be able to attend their usual booked session/s.

For Extended Services Sessions, parents are required to give at least 24 hours notice should they wish to cancel a session. Should we not be given at least 24

hours notice, parents will incur the full charge for that session which is £4.50 for Breakfast Club or £9 for After School Club.

Busy Bees @ LPS will be sympathetic to parents/carers who are having or who anticipate having difficulty in paying and it may be possible to arrange an individual payment plan. However, this must be negotiated between Busy Bees Chair/Treasurer and parents/carers, preferably in advance. Any family in this situation should contact the Manager who will inform the Chair and Treasurer.

This policy was adopted on	
Signed on behalf of the preschool	
Date disseminated to staff	
Date for review	