



Parent Debt Policy

Invoices will be sent out to parents/carers through Ovivio app around 15th of each month and payment is required by 25th of each month through BACs. Invoices and Payments are made in advance, so these are for the upcoming month.

If fees are not paid on time, parents/carers will receive reminders through the Ovivio app, requesting payment and a £10 a week late charge will be added to their next invoice. If the parents/ carers are having difficulty making the payment on time we recommend that they make the pre-school aware of this in writing by email.

Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the Pre-School being withdrawn.

If payment for consumables are not made, the Pre-School has the right to remove these or provide a substitute to ensure the child's health and wellbeing is being met.

If the fees remain unpaid after all the above options have been explored, the Pre-School may have to cancel the child's place.

This policy was adopted by: Kids2Day Pre-school	Date: 16.02.2026
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To be reviewed: February 2027	Signed:
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Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025)*