

All Saints Under Fives Pre-School CIO

Debt Procedure

Procedures

When a person fails to pay,

- A reminder to pay will be sent
- Another reminder will be sent in a week if no contact made with a notice stating that failure to pay will result in further action
- The person will be spoken to directly by the manager and possibly the chair person to establish any difficulties in paying and possible solutions. Support if needed in spreading payments, allowing time for payment, changing sessions etc.
- Failure to pay after negotiating an agreement will result in a notice that their child's sessions will be forfeited if payment is not received.
- A final notice will be sent to parents/carers to inform that their child's sessions have been withdrawn
- Failure to pay may affect future admissions of siblings to preschool until the debt is paid in full.
- The preschool may decide to take an individual person to the small claims court dependant on the size of debt owing.

This procedure was adopted at a meeting of All Saints Under Fives Pre-School CIO

Held on _____

Date to be reviewed _____

Signed on behalf of the provider _____

Name of signatory _____

Role of signatory _____

All Saints Under Fives is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment.