



LEIGHSWOOD SCHOOL

Debt Collection Policy

Completed By:	Rachael Beck
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To be reviewed:	November 2028

Leighswood Childcare offers quality childcare to children age 2-11 years of age. For this service to be maintained it must remain financially viable.

It is the policy of Leighswood Childcare to ensure that debts owed by parents/carers for childcare and/or activities are collected in a timely manner.

It is therefore important that families do not allow arrears to arise.

1. Payments should be made at the time of booking or by selecting the pay monthly option for regular bookers. The accounts will be reviewed on a weekly basis.
2. If any family accrues arrears of 2 weeks fees, then they will be contacted to make arrangements to pay off the debts either in full or as part of a re-payment programme. If this does not happen, then the child's childcare place will be terminated immediately.
3. If the programme of re-payment is not adhered to then the childcare place will no longer be available and action will be taken to recover the debt.