***Debt Management Policy***

*A verbal request is made to parents when they reach 2 weeks after invoice.*

*If payment is not received a letter will be sent, with a copy of the invoice to parents requesting immediate payment.*

*If payment is not forthcoming the child will only be allowed to attend his/her funded sessions so that the debt does not increase.*

*If no arrangement has been made with the Manager to pay off the arrears in instalments, notice will be given to withdraw the child’s place.*

*Pre-School reserves the right to take any parent to the Small Claims Court to reclaims debts owing.*

*This policy was reviewed by Westgate Pre-School Ltd October 2018*

*Signed ………………………………………………………..*

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*Review Date October 2019*