

Arrears Policy

Date of last review: October 2016

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Date of next review: October 2017



Introduction

Day-care charges are crucial to each setting's budget. The Council operates a 'no arrears' policy to prevent parents/carers building up arrears which they may have difficulty meeting.

The arrears policy must be followed by all Local Authority managed children's centres. Other external organisations are strongly advised to use the policy as a model.

The Council will take legal action to pursue any outstanding arrears, following the withdrawal of the place.

Procedures

In ALL cases of arrears the Head of Centre must be kept informed and consulted from week two in the following procedures.

The centre/school admin officer will:

- Week 1: provide statement with reminder the first week a parent does not pay and on request
- Week 2: issue the first arrears letter if parent has not responded to the statement
- Week 3: issue the second letter as soon as the deadline on the first letter expires

The Head of Centre will negotiate an appropriate period for payment of the arrears

Discharges

Discharge of place with outstanding arrears must be passed to Early Years Finance or to an appropriate section/person (In the case of non-council centres) for further follow up and legal action. Supporting documentation should be forwarded in order to raise official invoice (or take legal action).

Writing off arrears

Writing off arrears should only be considered where all other administrative and legal options to collect the debt have been exhausted. Centres should be aware that any amounts written off are repayable back to the council as part of the claw back policy.

Related policies: Early Years Policies and Procedures for Admissions, Day-Care Charges and Arrears