

**Debt Policy**

**Procedure for unpaid Invoices**

Payment terms for invoices sent to parents is 14 days.

* If the Centre has not received payment within 14 days from the date the invoice was first sent by email to the parent, a member of the office staff will email the parent asking for payment.
* If no payment is received within 28 days from the date the invoice was first sent to the parent, the office staff will let the Head of Centre know and she, or a deputy, will contact the family to discuss a way forward.
* If no payment is received within 3 months from when the invoice was first sent and the amount owing is more than £250.00, the details of the monies owing will be passed to the Local Authority Debt recovery team for investigation.
* If payment is not received, we reserve the right to amend or terminate our contract and services to families.