

Bad Debt Policy

Whenever possible, Askea Community Childcare Centre will collect the income due on the week the child attends the service. Where this is not possible, an invoice will be raised for immediate payment.

1. All debts will be recorded and non-payment will be followed up by issuing reminders as outlined below.
 - 2 weeks from date of invoice- 1st reminder (including any subsequent invoices accumulated)
 - 4 weeks from date of invoice -2nd reminder
 - 6 weeks from date of invoice - final reminder

The final reminder will be sent by recorded delivery and states that legal action may be considered if the account is not settled within 14 days.

2. 14 days after the final reminder is issued, where debt is still outstanding, legal action may be considered and the debtor will be informed of this in writing. Where the child is still attending the services, this will cease if payment is not made and the debtor will be informed of this in writing. The services will not be reinstated until the debt is cleared or a payment plan is agreed upon and payment of future services may be requested in advance.
3. If, after every effort has been made to collect the debt and legal action is considered impractical or has been unsuccessful, individual irrecoverable bad debts may be written off in accordance with the following procedures:
 - Those up to the value of €100 to be approved by the Business Manager and reported to the next meeting of the Board.
 - Those exceeding €100 will be brought to the board for review.

Where a parent/ guardian finds themselves in exceptional circumstances and are having genuine difficulty paying their childcare fees, we would ask that you speak to a member of Management as early as possible and they can then refer the matter to the Board of Management.

Date of Review: September 2016

Fr. Thomas Little

Chairperson