

Charging Policy

Policy Statement

We operate on an hourly basis, minimum of 3 hours at any one time. Any hours not covered by funding will be charged at our usual fees rate.

Procedures

Fees

£7.50 per hour 3 years +
£8.50 per hour 2 years old
£9.00 per hour under 2's

An invoice will be issued at the start of each month. On each invoice will be the date it was issued and a request to pay by 28th or make arrangement to pay. Any invoices unpaid at the end of this time will be re-issued and subject to an additional fee of 10% to cover the costs of administration and printing, we will claim through small claim courts for any unpaid bills. We can arrange a flexible payment schedule if required, made in weekly or monthly instalments this is free of charge as long as payments are kept up to date. Please speak to the Manager for more details.

Refunds

There can be no refunds for children who do not attend booked sessions, except when the preschool makes the decision to close.

Notice

1 months' notice is required when removing a child from Pre-school, or payment in lieu of notice.