



# Fees

## Introduction

We provide Pre-school education to children from the age of two to five. Pre-school fees are either grant funded by the government or paid privately by families.

- Families are invoiced prior to the start of each half term advising them of any fees payable.
- Fees should be settled before the commencement of the half term
- If payment hasn't been received before the term starts a reminder will be sent and the child will not be able to attend any fee paying sessions until the balance is paid
- We ask parents to contact our finance assistant if they are experiencing any difficulties in making payments
- If payment isn't made as arranged the child's place will be suspended until paid
- If a child is absent due to sickness or holiday fees are still chargeable
- If a family cancels their place during the half term the following will apply:
  - Government funded - no cancellation charge (funding can not be transferred to another setting)
  - Fee payers - fees are non refundable

This policy was reviewed on 22<sup>nd</sup> November 2018

Signed by \_\_\_\_\_ Manager

Signed by \_\_\_\_\_ Trustee

Review date November 2019

