



Fyfield Village Pre-School

Fyfield Village Pre-school Fees and Payments Policy 2019

Pre-school's policy on fee notification, collection, bank holidays, unforeseen closures and arrears is summarised below:

- At the start of each half term, the Pre-school will issue an invoice to advise each parent in writing of the fees payable for the half term. This notice will specify the fee per session, the number of sessions per week that a child is due to attend and the total payment due for the entire half term.
- Pre-school fees are payable within two weeks of dated invoice. Payments may be made by cash, bacs payment, tax free childcare payment or childcare vouchers.
- If invoices are not paid within the two weeks then a charge of £10 will be added to your invoice plus £2 per day after that.
- We will now be offering payment plans for anyone who requires this. If you wish to set this up please ring or text Lily Davis on 07710887152 or email at lilydavis269@gmail.com

Pre-arranged extra hours: Should a family wish to have extra childcare outside their funded/invoiced hours, payment should be made in advance of the session, either by BACS or cash.

Please note: All bank holidays are classed as lost for funded children and are non-transferable or refundable. Unforeseen closures that are out of our control i.e. adverse weather are non-refundable or transferable to both funded and non-funded children as staff wages etc still have to be paid. Fees are still applicable and non-refundable/transferable when holidays are taken during term time.

We/I, parent/s ofagree to adhere to the above policy.

Signed:..... Print.....