



# Piddle Valley Preschool

## Fees Policy

- Fees will be invoiced during the 1<sup>st</sup> week of each half term.
- Fees must be paid within 14 days of the date of invoice. Parents/Carers wishing to pay weekly can do so by arrangement.
- If fees are not paid by the end of the 14 days, the setting reserves the right to withhold the child's space until the balance is paid. An additional late payment fee charge will be applied £2 per day.
- Payments will ONLY be accepted through the BACS transfers. Details are included on the invoice.
- Government childcare accounts can be used if agreed by the manager of the setting.
- Cash can only be accepted if the correct amount.
- One month's notice is required in writing should you wish to cancel your child's place at Piddle Valley Preschool.
- Parents should be aware that if you leave without notice, the setting reserves the right to claim 1 month's funding for your child.
- It is the responsibility of the payee to obtain a receipt as proof of payment.
- Fees are still required if your child does not attend due to sickness or holidays.
- If you have difficulty in paying we will endeavour to do all we can to support you, however failure to comply or pay will result in your child's place being withdrawn.
- Children should be collected promptly at the end of a session at 3:00pm. A regular late collection will incur a charge. Two practitioners must be on duty in the setting even for one child. You will receive a letter warning on the next occurrence of late collection and a fee will be charged.
- Parents/carers will be requested to complete the funding parental agreement each term. It is the parent's responsibility to notify preschool of any changes to details regarding funding (i.e. 15/30 hours funding) and to ensure the completed forms are returned to the preschool on the date given.