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# Payment of fees policy

* Our fees are based on an hourly fee which is the full fee payable unless your child is eligible for the 15- or 30-hours early years funding for 3 and 4 year olds, or the two-year-old funding.
* You will be invoiced during the first week of each half-term. Payment is expected in full within 14 days of the invoice date.
* All payments are preferably made by bank transfer, as detailed in your invoice.
* If the payment of fees is outstanding for more than 14 days, then we may suspend providing childcare and early education to your child until payment is made (or a payment plan is arranged).
* If you require additional sessions, we will inform you of the extra amount payable and add these additional charges to your regular fees.
* No refund will be given for periods when children do not attend a session due to illness. Up to 10 days holiday per academic year can be exempt from fees if the pre-school administration receives advance notice (minimum 24 hours) in writing (e-mail accepted).
* We may review the fees at any time but will inform you of the revised amount at least one month before it takes effect.

*Policy adopted on 24th April 2023.*