

**Fees Policy**

**Date updated: April 2024**

**Date of next review: April 2025**

* Fees are paid monthly in advance. There is no refund for any absence i.e. child / parent sickness, days off, holidays etc.
* There is no fee to be paid when our setting is closed during our holiday periods.
* Charges for late collection of your child is £10.00 for every 10 minutes per child.
* If your child is collected earlier than the contracted time, the full fee still applies. Late drop-off does not constitute late collection.
* All contracted hours must be paid for in full regardless of attendance.
* Failure to pay on the due date will result in loss of services unless another special arrangement has been agreed.
* Parents are required to give 2 months written notice if their children are to leave our setting. Full payment of fees will be due for this period.
* If you in arrears this will result in no extra sessions agreed until all outstanding fees are paid up to date.
* Full payment is still required for nursery closed for reasons beyond our control.
* Full payment is still required for Inset days, 5 a year.
* Full payment is still required for bank holidays.