

SCHOOL FEES PAYMENT POLICY AND PROCEDURE



Please take the time to make yourself aware of the fee payment procedure for Nelmes Pre-School.

- If you wish to reserve a future place for your child at Nelmes Pre-School a deposit of £25.00 should be paid. Please not however, that places are subject to availability.
- Please be aware that you are paying for your child's place at Nelmes Pre-School. Therefore, all non-attendance including sickness days must be paid for.
- Any reductions in sessions, once the term has started, must incorporate the setting's five week, term time, notice period. The notice period will begin the day after receipt of your notice letter.
- School fees for children new to the setting must be paid on the first day, or prior to the first day, your child attends.
- For existing children or children that have attended Nelmes Pre-School for at least one term school fees should be paid within one week of the start of term and by the date indicated on your invoice
- School fees can be divided into **two** payments. These are payable at the start of the term by the dates indicated on your first invoice and immediately after half term break by the date indicated on your second invoice.
- If you do not pay school fees by the required deadline you will incur a weekly £20.00 late payment fee.
- Extra session fees should be paid at the beginning of the session on the day your child is attending. Unless fees are paid your child will not be accepted into setting.
- Should you wish to remove your child from the setting five weeks, term time, notice should be given in writing. The notice period will begin the day after receipt of your notice letter. Notice applies to both fee paying and government funded children. Should you be entitled a part refund please be aware that any voucher payments will be returned to the voucher provider.
- All children should be collected from school at the designated end of session time. Failure to collect your child from school on time will result in a late fee of £1.00 per minute after the first five minutes have passed.

I agree to the terms of fee payments outlined above.
(This policy should be signed even if your child is in receipt of a funded place).

Dated: Child's Name: