

Fees Policy

- Fees are payable in advance either at the **beginning** of the week, monthly or termly.
- Fees are payable for all booked sessions. Fees are still payable when a child is absent for any reason including illness.
- Childcare vouchers are accepted.
- If Day Care has to close due to unforeseen circumstances the parents/carers will be refunded for these sessions.
- The person in charge of Day Care will make the final decision if the centre has to close. Parents will be informed as soon as possible if this decision has been made.
- Fees are subject to review.
- Children will be allowed 10 days holiday in term time without payment

Late / Non Payment of Fees

- Parents/Carers are encouraged to speak to the Manager of Day Care if they have a query about the fees policy or if for any reason they are likely to have difficulty making a payment on time.
- **If the payment is not received for a child's fees the Person In Charge will inform the parents/carers verbally after the first session of missed payment.**
- **If payment is still not received after the second session the request will be followed up in writing. Arrears will not be carried for more than two sessions and your child's place will be suspended until payment is received.**
- **If you do not collect your child from school after you have been informed of your child's suspension and we have tried all contact numbers you have provided your child will be kept on the premises for 30 minutes. After this time the nominated adult will contact Social Services who will be responsible for deciding what action is now required**
- If you have paid and you cancel within the 48 hr period then a credit can be held or a refund of fees can be given.
- If fees are persistently late or not at all, with no explanation the Centre will be forced to terminate the child's place.