



## KINGSWAY PLAYGROUP & PRE-SCHOOL CENTRE

### **FEES POLICY**

- The level of fees is reviewed on an annual basis and parents are informed in advance of any changes.
- Any changes in fees will normally be implemented from the start of the academic year.
- Fees are payable a week in advance unless alternative arrangements have been made
- If fees are not received for two weeks the playgroup reserve the right to remove the child from the register and offer their place to another child.
- Full fees are payable even when the child does not attend due to sickness or holidays.
- The payment of fees for a child with long-term medical problems will be reviewed on an individual basis
- Failure to inform the playgroup of why a child has not attended for two weeks may result in the loss of their place which may be offered to another child
- Payment can be made by card or direct bank transfer.
- Standing orders can be arranged.
- A charge of £10 will be made for fees outstanding after 2 weeks
- An additional charges of £5 may be made for late collections.
- The playgroup welcomes payment from an approved Childcare Voucher Scheme
- Refund of fee's will only be made because of the playgroup not opening due to an unforeseeable closure, (i.e. due to weather, power cut etc.)
- The playgroup requires a minimum of 4 weeks notice of a child leaving the playgroup or reducing their sessions.