**Fees Policy.**

* Fees will be invoiced during the last week of the calendar month.
* Fees must be paid during the 1st week of the month. Parents/Carers wishing to pay weekly can do so by arrangement.
* One month’s notice is required in writing should you wish to change your child’s sessions or to cancel their place at Frome Valley Preschool.
* It is the responsibility of the payee to inform the manger when making Bacs transfers to the bank.
* It is the responsibility of the payee to obtain a receipt as proof of payment.
* Fees are still required if your child does not attend due sickness or holidays.
* A fee will be charged if a parent/carer is late collecting their child, two practitioners must be on duty in the setting even for one child. You will receive a letter warning on the next occurrence of late collection a fee will be charged.
* If cheques are referred back, a fee will be charged for administration.
* If you have difficulty in paying we will endeavour to do all we can to support you, however failure to comply or pay will result in your child’s place will be withdrawn.
* Sessions can be reserved for up to 6 months but we require confirmation 6 weeks prior to your child starting.