**Fees Policy.**

* Fees will be invoiced during the 1st week of each calendar month.
* Fees must be paid within 15 days of the date of invoice. Parents/Carers wishing to pay weekly can do so by arrangement.
* If fees are not paid by the end of the month, parents will be given 1 weeks grace after that the setting reserves the right to withhold the child’s space until the balance is paid.
* All payments must be made before the start of the following month.
* Payments will now ONLY be accepted through the Famly app or BACS transfers. Government childcare accounts can be used if agreed by the manager of the setting.
* Cash can only be excepted if the correct amount.
* If payments are late, then a fee of £2 will be charged per day.
* One month’s notice is required in writing should you wish to cancel your child’s place at Frome Valley Preschool.
* Parents should be aware that if you leave without notice, the setting reserves the right to claim 1 month’s funding for your child.
* 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 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endeavour to do all we can to support you, however failure to comply or pay will result in your child’s place will be withdrawn.

The new fees are as follows:

|  |  |
| --- | --- |
| Charges for…. | Frome Valley  Private Fees |
| 3/4 year half session | £12.75 |
| 3/4 year full day | £23.50 |
| 2 year half session | £16.00 |
| 2 year full day | £30.00 |