

**Notice period and Fees**

Please note that we require 4 weeks’ notice in writing if you want to leave the setting and fee are still payable even if your child does not attend during this period.

You must supply us with at least 4 weeks written notice of your intention to decrease the number of hours your child will be attending preschool or reduce the attendance 50 weeks to 38 weeks (term time only).

If insufficient notice is given you will be responsible for the full fees of your child from the date notice was given.

Fees are payable in full for the entire period of children’s absences, holidays, and sickness.

If the payment of fees is outstanding for more than 90 days, then the preschool reserve the right to terminate this agreement and remove your child from our register. Payment must be paid in 30 days after receiving the invoice. Late payment penalty charge will be 5% of unpaid amount.

In the event of late collection of your child from their normal agreed session time we reserve the right to charge for each half hour extra or part.

Over 2 years old fee applies 30 days after your child’s 2nd birthday.