



TCC Christian Preschool Fees and Late Fees Policy

Thundersley Congregational Church Christian Pre-school charge a fee for children in their care. The fees are £15.00 per three hour session and are payable at the beginning of each half term. Invoices are sent out at the end of each half term and are payable during your child's first week of the following half term. Fees are still payable when a child is absent for holidays or illness, however if a child is ill with an ongoing problem that requires hospitalisation or a recuperation period then payment will be at the discretion of the manager. The parent/carer of the child will be given a bill and a date by which the fees need to be paid.

If parent/carer decides to take their child away from the setting four weeks' notice will need to be given. If they wish to remove the child immediately four weeks fees will be payable in lieu of notice.

Should it be necessary to alter the fees and/or hours the management will give notice prior to this happening.

If parents/carers have difficulty in paying the fees they should discuss this with the manager and a suitable arrangement to both parties will be made to make the payments. However, if the invoice is ignored and no effort is made to pay the fees by the parent/carer then the pre-school will implement its Late Fees Policy.

If fees are outstanding and an agreement has not been made with the management then T.C.C. Christian Pre-school reserves the right to exclude the child. The child will be able to return when the outstanding fees are paid.

When fees are unpaid an administration charge will be added.

Fees paid by parents/carers are non-refundable.

Also see Non Payment of Fees Policy.

1.2 Practice	Inclusive			
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Signed..... Manager

Date