

## **Fees Policy**

Children that are not entitled to government funding, use funding in alternative settings or attend over the allocated hours entitlement will be required to pay for additional hours.

### **Procedures**

- Invoices are issued at the beginning of every term and are to be paid directly into the bank by the date shown on the invoice.
- Parents having difficulty meeting the fee requirements should speak to the manager who can arrange a payment plan to be set up.
- In the event that a child is absent through sickness or holiday, payments must be met to secure the place for the child, failure to do so will result in the space being withdrawn.
- Families taking children out of setting for longer periods, will be required to pay for all sessions missed to secure the child's space on return, setting reserves the right to ensure payment for longer periods away are paid in full in advance.
- Failure to meet payments by the date specified on the invoice, will result in the child's space being withdrawn.