



131 Hailey Road, Witney, Oxon, OX28 1HL
01993 705509

broadhillpreschool@btconnect.com
www.broadhillpreschool.co.uk

10.13 Payment Of Fees

All fees are payable in advance and must be paid by the First Friday of each term.

Fees should be placed in a sealed envelope with the Child's name on, in the locked box located on the wall next to the adult toilet. It is marked 'Fees Box'

Cheques must be made payable to 'Broadhill Pre-School. The name and address of your child should be written on the reverse of the cheque.

If payment is not received by the due date and no prior arrangement has been made with Pre-School, we reserve the right to exclude your child. If this occurs you will be notified in writing of your child's exclusion.

There will no reduction in fees due to days lost through illness or holidays.

Depending on circumstances, we reserve the right to charge parents for late collection of their child, if you are later than 11.45/12.15/3.15pm (dependant on the end of your child's day) there will be a charge of £5.00 for every 15 minute delay.

Six weeks (Term Time) notice must be given writing if your child's place is no longer required.

In cases of difficulty with payment parents should contact either Jackie Bellwood/Jane Davies or our Chairperson, any information given to a member of staff or committee will be treated in confidence.

30 Hour Funding

If your child is eligible for the 30 hour funding scheme then you will be provided with a code on authorisation through

<https://www.oxfordshire.gov.uk/cms/sites/default/files/folders/documents/childreducationandfamilies/informationforchildcareproviders/Toolkit/30hrfreechildcareentitlement.pdf>

The code is valid for three months and it is up to the parent/guardian to ensure this code is updated, failure to do so could result in loss of sessions and repayment of fees due to insufficient funding.



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- This policy was adopted at a meeting

of	Broadhill Pre-School
Held on	Thursday 19th January 2017
Date to be reviewed	<hr/> By 18 th January 2018 <hr/>
Signed on behalf of the provider	<hr/>
Name of signatory	<hr/>
Role of signatory	<hr/>
(Chairperson/Committee Member)	Broadhill Pre-School Committee <hr/>

Policy Revision History

REVISION DATE	REVISION DETAILS	REVISION AUTHOR	SIGNED OFF	NEXT REVIEW DUE
17/6/16	None	Jane Davies		16/6/17
10/01/17	None	Jane Davies		18/1/18
28/9/17	Included 30 Hour eligibility and fees	Jane Davies		18/1/18



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