



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

[broadhillpreschool@btconnect.com](mailto:broadhillpreschool@btconnect.com)  
[www.broadhillpreschool.co.uk](http://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, holidays or closures due to adverse weather conditions.

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.

- This policy was adopted at a meeting

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



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