



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.

### 2 Year Funding

If you child is eligible for the 2 Year Funding scheme you will be provided with a postcard from your child's health visitor or by completing the form on the following link.

<https://www.oxfordshire.gov.uk/cms/content/free-early-education-2-year-olds-0>



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)

### 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.

▪ This policy was adopted at a meeting  
of

Held on

Date to be reviewed

▪ Broadhill Pre-School

Thursday 11th January 2018

By 10<sup>th</sup> January 2019