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## \*10.13 Payment Of Fees

All fees are payable in advance and must be paid by the **Friday** before each term starts. You will be emailed an Invoice with the amounts due. (Due Dates will be on the Invoice)

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 £15.00 for every 15 minute delay.

Six weeks (Term Time) notice must be given writing if your child's place is no longer required - This applies to Funded and Non-Funded Children.

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 your 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>

### 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.

I confirm that I have read and understood this policy.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Registered Charity 271750



Ofsted Registration 134458

