

10.13

Admission fees

Policy statement

Procedures

When your child has been offered a place at Kings Hill Pre School and you the parent have accepted the places offered, you will be required to enclose the following payments with your signed acceptance paper work.

£30 administration fee which is non refundable. Payable by cash or bank transfer only, cheques are not accepted.

£50 acceptance fee for each child, refundable but with conditions attached, see below. Payable by cash or bank transfer only, cheques are not accepted.

This amount £50, will be deducted from your child/ren's 3rd terms invoice (half terms). However, if your child/ren leave Kings Hill Pre School before the 3rd term commences, or if you subsequently do not take up the place you have accepted, you will not be eligible for a refund.

If these procedures are not fully adhered too, we at Kings Hill Pre School reserve the right to undertake legal action to reclaim the full amount owing, including any incurred costs. Any other children on the waiting list will also be removed.

Please note, once your child/ren has started to attend Kings Hill Pre School a full terms notice is required, in writing, if your child/ren will be leaving Kings Hill Pre School. If a full terms notice is not received you will still be required to pay the term's fees in full.

Legal framework

Further guidance

This policy was adopted at a meeting of

Kings Hill Pre School

Held on

1st September 2015

Date to be reviewed

September 2016

Signed on behalf of the management committee

Sherri Revell

Name of signatory

Sherri Revell BA EYP

Role of signatory

Manager