**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.

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 non funded fees in full.

**Legal framework**

**Further guidance**

|  |  |  |
| --- | --- | --- |
| This policy was adopted at a meeting of | Kings Hill Pre School |  |
| Held on | Sept 2020 |  |
| Date to be reviewed | Sept 2021 |  |
| Signed on behalf of the management committee | Sherri Revell | |
| Name of signatory | Sherri Revell BA EYP | |
| Role of signatory | Manager | |