

Fees and Funding Policy

1. Invoices are to be paid in the first week of term.

We calculate the fees based on the number of session per week multiplied by of weeks in the term. The term dates vary each term. From 11 weeks – 14 weeks.

2. Late payment fees will be charged at £25.
3. A £50.00 charge will be applicable for any reductions in sessions made at short notice prior to the commencement of or during a term.
4. No reduction can be made for temporary absences of illness, holidays taken during term time or bank Fees may be paid by bank transfer, cash or cheque. If payment is made by cash it is your responsibility to request a receipt.
5. One terms notice is required for children who wish to leave before the end of the term. A terms fee will be applicable if notice is not provided in writing to Marshalswick Pre School and Nursery.
6. We cannot be held responsible should the school need to close due to severe weather conditions, flood, fire or any other event which is beyond our control and which might prevent us opening or our staff being able to safely journey to the nursery, or having to remain at home, and so put our staff:child ratio beyond that which is acceptable by Ofsted. Under these circumstances we are unable to provide any refund or reduction of fees. We will be under no obligation to provide alternative childcare.
7. Holidays can be taken during term time however fee's will still apply for the full term.
8. If Pre School has to be closed for unforeseen circumstances fees will still apply.
9. If fees are not paid by the end of the first term Marshalswick Pre School Reserves the right to terminate your child's place and inform a debt collections agency to pursue the outstanding amount until it has been paid.
10. You can add sessions to a term once the term has started we will invoice you separately for these sessions.
11. Fee are reviewed annually and any increase will be notified in writing a half term in advance.