



Humpty Dumpty Pre-school

St. John's Church hall, The Glebe, Felbridge, Surrey. RH19 2QT
Registered Charity: 1017357



Surrey County Council
Early Years Quality Improvement Award

FEES POLICY

Humpty Dumpty Pre-School aims to offer a place to every child whose parent/guardian would like them to attend. As a charity and Committee run Pre-school, prompt payment of fees is essential to ensure the smooth running and success of the Pre-school.

An invoice of the amount of fees due for each half term will be issued to parents/guardians during the start of each term/half term. Fees for each half term are due for payment within the first two weeks of the half term and can be paid by cash, cheque or bank transfer; we also accept childcare vouchers and are registered to accept Tax-Free Childcare.

Only in exceptional circumstances will we accept late payment of fees and if this is to occur, we request that you contact the Treasurer, currently Nicola Lavington, and/or manager to discuss any problem you may have in settling your account. If fees are not paid as requested and no contact has been made on your behalf to discuss this with the Humpty team, your child's attendance at Pre-school will be reviewed and sessions may be reduced or stopped until payment is made. Our aim is that all outstanding fees should be paid during the half term in which they are due.

Timely payment of fees ensures that *all* children attending the Pre-school are in a safe and secure environment.

Thank you

Nikki Harris (Manager)

I/ We have read and understood the fees policy as stated above and will abide by its guidelines.

I/We will contact the Treasurer/Manager promptly if there is a problem with settling my fees.

Signed (Parent/Guardian)

Date