

Fee agreement Policy

Our fees are intended to cover basic running costs such as staff wages, rent, insurance and day-to-day expenses. Our margins are necessarily tight, and it is therefore crucial that all fees are paid promptly and that a formal process (set out below) is in place for collecting any outstanding fees. If you have any concerns about the following fees agreement or payment of fees generally, please do not hesitate to talk to our Preschool Management whose details appear on the display board in the entrance hall. Alternatively, you may choose to pay your fees directly in to our bank account.

The details of which are: Account Name – Hound Owls Preschool, Account Number – 73599924, Sort code – 60-83-71. Please use your child's name as reference for any payments made in this way. We will also accept payment via Company voucher schemes.

Outstanding Fees- If you have any difficulty at all paying your fees, it is essential that you tell us straight away. We are always happy to discuss the possibility of alternative arrangements with parents in genuine financial difficulties.

Our procedure-

1. After 14 days you will receive a reminder that fees are outstanding.
2. After 21 days you will receive a final reminder that fees are outstanding.
3. After 28 days should fees continue to be unpaid, we will, regrettably, be forced to commence legal proceedings and/or may reconsider your child's ability to attend the pre-school until such time as the outstanding fees are received. You are solely responsible for ensuring the preschool is paid in accordance with this fees agreement.

One term's written notice is required of your child leaving the Pre-school or reducing their sessions, otherwise fees in lieu of notice will be charged.

Closure- In the event of the preschool being forced to cancel sessions, we will endeavour to give as much notice as is reasonably possible.

Policy adopted- January 2021