



## **FEE POLICY**

Footprints operates on the days and time below:

Monday	9.15 – 13.15	4hrs
Wednesday	9.15 – 13.15	4 hrs
Friday	9.15 – 13.15	4 hrs

Footprints is registered to participate in the Nursery Grant Scheme and the children eligible to receive the grant will pay a subsidized fee. The Nursery Grant operates for 38 weeks of the academic year.

Fees payable for the current year are published in the prospectus and the fee procedure.

The fee structure will be reviewed on a regular basis and any changes will be put before the committee.

### **Notification of Changes in Fees**

Parents/carers will be given one month's written notice of any changes to the fee structure during the course of the academic year.

### **Payment**

Fees are payable monthly in advance on the first Monday of each month. A child's attendance at Footprints is conditional on continuing payment of fees as requested.

No fees will be payable if a child is in hospital. Any payments already made will be set against fees becoming due, or if requested in writing, a refund will be made.

If a parent/carer is unable to make a payment on the due date, a Footprints Leader or a member of the Committee should be consulted. If the problems persist, the matter will be referred to the Committee.

### **Non Payment of Fees**

The separate Non Payment of Fees policy should be followed in relation to this issue.

### **See Also FEES PROCEDURE**

Date reviewed..... 7.3.2014

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