

10.12 Pandemic Payment Policy

As a registered charity with limited funds at our disposal, we expect Parents/Guardians to assist us with the smooth running of Woodlands Pre-school by ensuring that all childcare fees are paid promptly and in full.

Woodlands Pre-school has taken the following decision to help parents during the Covid pandemic -

Times when your childcare charges will be waived –

- If the whole setting has to close due to a Covid -19 outbreak.
- If the parent or child is waiting for a Covid – 19 test result. **(test proof is required)**
- If the child is isolating due to being in contact with someone who has tested positive for Covid - 19. **(test proof is required)**
- If the child themselves or immediate family have tested positive or show symptoms of Covid – 19. **(test proof is required)**

You are expected to pay your invoice when –

- If you choose to keep your child out of setting.
- If your child is absent due to any other illness other than Covid – 19
- If your child goes on holiday.

Non-attendance, sickness & Holidays

Woodlands Preschool is open 51 weeks and is closed for the Christmas period and Bank holidays.

Fees are payable during periods of sickness and family holidays; you are paying for your child place and not their attendance.

As per the terms and conditions that you signed when your child started, payments must be made in full by the 25th of each month, any late payments or total failure to pay will incur a fine of £20. Please see our Late Payment policy for more details.

For more information around payments and Invoice, please see our Fee Policy 10.11