



Early Learners Centre Pre School

Payment

There are three methods of payment

1 Weekly- please pay on the first session your child attends each week.

2 Monthly- monthly fees are calculated by multiplying the weekly amount by 38 weeks, then dividing the amount by twelve months, giving twelve equal payments throughout the year. Monthly payments are always due in advance and on the same date each month.

3 Standing order- if you wish to use this method of payment please see Charanjit or telephone 07572504852

If paying by cheque please make payable to Early Learners Centre Ltd

Non attendance

If your child for whatever reason has not attended their sessions their Pre School fees are still due.

Bank holidays

The Pre School is closed on bank holidays.

Pre School Closure

Please note: if the Pre School closes due to reasons beyond our control ie extreme weather conditions/outside agencies, fees will be due.

EXTENDED HOLIDAYS

Any absence due to holidays must be paid for.
If it is your intention to take your child out of Pre School for an extended time,(four weeks or longer) but still wish your place for your child to be available upon return we require full payment of fees for the first four weeks, then half payment for the remainder of time until your child has returned to the Pre School .
Fees are to be paid in advance and in total before the absence begins.

Notice to leave the Pre School

Four weeks notice in writing must be given when you are taking your child out of Pre School, your child's fee will be due as usual through this period.

Notice to change sessions:

Four week's notice is required to reduce sessions in writing.