One terms notice/fee paying.

Dear Parents. Due to a few parents NOT giving enough notice, I would like to clarify the Windmill Nursery’s position.

Parents must give ONE TERMS NOTICE IN WRITNG/EMAIL. Stating their intention to withdraw their child’s attendance for the future. For example notice should be given by the latest at the end of the last term, January for notice to finish at the end of the spring Term, April/May.

Failure to do so will result in parents having to pay the fees for the UPCOMING TERM. Fees are due whether or not your child attends (sickness or holidays etc).

We are a small Nursery and the fees received help to cover the cost of fixed overheads as well as tissues for Paint, Paper, Arts and crafts, Snacks and treats for the children. Please help keep the nursery running smoothly by paying your fees within 2 weeks of receiving your invoice (this is done by email) as we do charge an overdue fee of £10.00. Monthly fees are a fixed date and should be paid on this date every month.

Please keep the top half of this letter for reference and return the bottom half back to the Nursery or alternately request a copy be emailed to you.

I agree I will give One terms notice in writing or by email and I am aware that failure to do so will lead to a charge of One terms fees in Lieu. The fee is due within 5 days if insufficient notice is given.

Signed ................................................................................................

Date .......................................................................................................