Payment for Fees

You will receive monthly invoices which are required to be settled within 7 days, failure to do this may result in your child losing their place.

Fees should be paid by BACS, BACS information is on your invoice.

If you are experiencing any difficulty paying please see Nikki (Manager) as soon as possible to arrange a payment plan.

**Nursery Education Funding**

Children are currently able to access 5 free sessions at Westfield Playgroup you can chose from Mon-Thurs 9-12 am and Mon - Thurs 12-3, this is available from the term after their 3rd birthday (see Manager for dates), to access this funding you must complete a Parent declaration form and proof of your child’s identity, either their birth certificate or passport.

**Refunds**

We do not refund fees where a child is on holiday or ill, as we need to keep the place open for the child and this would place financial constraints on the Playgroup.

**Please be advised that should you wish to leave the playgroup or cut your child’s sessions down, we will require one month’s notice or payment of the same if you wish to leave with immediate effect.**

**Fee Review**

We review our fees in April & September and will inform Parents/Careers of any changes.