**Fee Paying Policy**

Park Lane Preschool fees are payable in advance and are due on the first of each month.

Fees must be paid in advance, monthly, by bank transfer. There will be no refund for fees should your child fail to attend. If your child will not be attending on any day, we request that a parent inform the centre.

Fees that are non-refundable:

* $150.00 registration fee
* Late payment fees
* Late pickup fees
* Monthly fees if a withdrawal notice has not been given in a timely manner (minimum one calendar month notice prior to withdrawal date).
* Monthly fees if a child is immediately withdrawn from the centre regardless of withdrawal reason.
* Sick days,  holidays, preschool closures (including but not limited to statutory holidays, emergency closures, etc.)

Fees that are refundable:

* Monthly fees if a withdrawal notice has been given in a timely manner (minimum one-month withdrawal notice period)

Late Pick up fees

* $10 for any late pick up to 10 minutes late and an additional $25 charge for pick ups longer then 10 minutes.

Late Payment Fees

* Any monthly fees not paid on-time incur a 10% late payment charge. If fees are not paid within one week after due date then the place may be withdrawn.
* If you are struggling to pay fees in a timely manner, please contact the centre and payment plans to support you can be discussed. This agreement must be made prior to any late payments.