

Administration Charges

- Late Pickup - If a child is picked after 6pm the school reserves the right to charge **£10 per 15 minutes** for late collection (per child). However, this will mainly be exercised for consistent late pick-ups.
- Emergency booking – is a booking for that day only. There will be no admin charge for that day. Emergency bookings are limited to three per term. Any further emergency bookings will be charged at **£3.50 per child per session.**
- Late booking – is a booking made less than two term weeks before the session required. Charge **£3.50 per child per session.**
- Change in booking - any change to an original booking. There will be no charge if one term week's notice is given. Any less than this incurs an admin charge of **£3.50 per child per session.**
- Cancelled booking – a full refund will be given if one term week's notice is provided. The first week will be payable if less than the one week's notice is given.