



Registration and Retainer Fees policy at Tall Trees Kindergarten 05/05/2028

We are highly subscribed at Tall Trees and sadly have to turn many families away. We begin planning our spaces years ahead and the below conditions are designed to ensure that parents do not over book by booking sessions that they are not intending to use or significantly delaying their start date.

What you pay on registering your child.

- 1) Upon registering your child, using our online form, a £100.00 **non-refundable*** registration fee will be taken. This should be completed as soon as possible and only after spaces have been confirmed by our Director Emma Comer.
- 2) Places will then be reconfirmed by the setting via email stating your booked days and start date.
- 3) To secure your place, approximately six months in advance of your child's start date and in addition to the registration fee, a retainer fee will be required. This will constitute to your first month's invoice. The retainer fee will be £150 for each day your child is booked in for. **This amount will be forfeited if you fail to take up the place or for each day you cancel.**

Retainer fee explained.

- 1) The retainer fee is as follows and is due six months prior to your child starting at Tall Trees Kindergarten:
 - Two days booked £300.
 - Three days booked £450.
 - Four days booked £600.
 - Five days booked £750.
- 2) The retainer Fee must be paid by the date clarified on the invoice you will receive, or your child's space will be cancelled. **If you will be relying on funding for your child's space then please ensure to check your eligibility for funding at beststartinlife.gov.uk prior to paying your retainer.**
- 3) The full retainer fee will be refunded on your first invoice. **Please note that this fee is non-refundable if your child does not start on their agreed start date and booked sessions.**
- 4) Reduction and changes require 3 calendar months' notice and can only be made on or after your child's booked start date.
- 5) If you wish to defer your child's space, then this **may** be possible (subject to availability) but 50% of fees due from the date you originally booked will be payable.

**Please note that this will be refundable for those families choosing our zero cost policy.*