



Martlesham Playschool, At Gorseland School, Deben Avenue,  
 Martlesham, IP5 3QR  
 Kesgrave Playschool, Millennium Jubilee Hall, Millennium Way,  
 Kesgrave, IP5 2EN  
 Tel : 01473 625986  
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 Email : mplayschool@btinternet.com

**PLEASE DO NOT REMOVE**

**REFUND POLICY**

1. If sessions are missed due to illness amounting to three consecutive weeks in one half term, 50% of missed session fees will be offered to parents as a refund.
2. If a child leaves playschool, refunds will be considered by the Admission Business Manager.
3. Refunds will not be given for holidays taken during term time.
4. The committee reserves the right to consider special cases: applications should be made in writing to the Admissions Business Manager.

This policy was adopted at a meeting of	<b>Martlesham &amp; Kesgrave Playschools</b>	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)