



MARTLESHAM PLAYSCHOOL

A member of the Pre-School Learning Alliance

Registered Charity No. 288268

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	Martlesham Playschool	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)
<i>continue as necessary</i>		(date)