



Terms and conditions 2018

Fees

Fees are invoiced half termly in advance. Invoices are payable with 14 days, late payment will result in a £10 administration charge for each 14 day period or part thereof that the fees remain unpaid. Fees can be paid for by childcare vouchers, BACS or cash. Current charges are as follows:

Over 3s: £5ph

2-3 year olds: £5.50ph

Under 2s: £6ph

Consumables are charged at £1 per hour.

Fees are based on the age of your child on the 1st day of each half term. Therefore, fees will reduce the half term after your child's birthday.

If you are having difficulty making payment please speak to the treasurer in confidence at the first opportunity so that a payment plan can be arranged.

Flexible payment plans may be available, please speak to the Treasurer before your invoice is payable regarding options.

15 and 30 hours funding

We accept both 15 and 30 hour funding

Changes in hours

Where possible we will accommodate increases in hours as quickly as staffing allows. For a reduction in hours we require 6 weeks' written notice. You are of course able to reduce when your child attends but due to staffing rotas you will still be invoiced for hours until the notice period expires.

Playschool closure

For planned closures we will not make a charge for your child's normal hours, this includes bank holidays. For unplanned closures for instance due to adverse weather, public health closures or issues with safety in opening the building normal charges will apply.

Bank holidays

The playschool does not open on bank holidays. You will not be charged for these days even if it is your child's normal day to attend.

Holidays and absences.

We are unable to waive fees for absences because in order to preserve your child's place our overheads remain the same

Funding.

The Local Authority sets their own terms and conditions in relation to funding, points of note are you can only move funding on 1st of September, 1st of January and 1st of April. If you wish to change hours at other times of the year you will be invoiced using our normal rates.

Notice.

If you wish to cancel your child's place at playschool, six weeks written notice is required.

Late pick up

If you are going to be late to collect your child we ask that you telephone as us soon as possible. The management reserve the right to charge a late collection fee which will reflect actual costs incurred.

Session times

Sessions run from 9-12 and 12-3. It is possible to purchase an additional hour at lunchtime to extend the morning session until 1pm. Fees are chargeable for the whole session even if your child is dropped off late or collected early.