



Terms and conditions 2018

Fees

Fees are invoiced half termly in advance. An invoice will be emailed to you one week before the start of each term. 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, Cash or cheque. Current charges are as follows:

Over 3s: £4.50ph

2-3 year olds: £5ph

Under 2s: £5.50ph

Snack money is charged at £1 per day.

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 do not place any restrictions on which hours can be funded unlike many local providers. Please ask staff for details.

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

In the unlikely event that the playschool has to close a credit will be applied to your account for the next half terms fees.

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. However, snack money will not be payable if absences are booked. One week's notice will be required for booked absence. Pre-paid snack money will not be refunded but will be applied as a credit against your next invoice.

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.