Fee’s & Funding Contract

Payment Contract

This payment contract lays out the payment terms for use of Castor & Ailsworth Preschool.

Invoices are sent for each term. You will have the option to pay in full or in three monthly payments. We ask that the full amount is settled before the end of each term.

Payment can be made by cash, childcare voucher or BACS to Reliance Bank A/C: 00218406 sort: 60-01-73

A gentle reminder will be issued if payment is not received within a few weeks. Failure to settle an invoice on time may result in future sessions being temporarily suspended until the account is up to date.

The full cost of the session will be charged even if it is only part used.

Unattended sessions cannot be exchanged in lieu of another session.

Bookings made for preschool which are unattended will be charged such as; sickness or holidays.

A four weeks’ notice must be given to cancel sessions.

A four weeks’ notice periods for cancellation applies for funded sessions.

Where a child is collected late, we give 5 minutes (if not a regular occurrence) and thereafter is a charge of £15 per quarter of an hour you are late, this will be applied to cover the cost of staff overtime.

It is important that you let the finance officer or Manager know if you are experiencing financial difficulty or if you suspect that you may be unable to make future payments on time so we can discuss arrangements.

Signed by parent(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_