Fee’s & Funding Contract

Payment Contract

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

\*During the pandemic Invoices will be distributed at the end of each completed month and we ask for payment ASAP once received.

Once the pandemic is over, we will revert to sending invoices 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.

\*During the Pandemic. If you decide not to send your child into preschool and the Government has not restricted attendance to Preschool children and we can continue to offer a service, the 4 weeks’ notice for cancellation will apply and you will be invoiced.

In these circumstances, unless you state otherwise, after the 4 weeks your child’s place will continue to be reserved with no additional costs.

Household isolation periods or awaiting a PCR test result will be chargeable, however, where the preschool or your child’s group closes due to a positive test, you will not be charged.

If you choose to keep your child at home because of a household positive case for the safety of the preschool, charges will only be made up until you notify us of the test negative result. \*This applies only to parents who are invoiced for hours attended.

Where a child is collected late, we give 15 minutes (if not a regular occurrence) and thereafter is a charge of £10 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_