

Parents Payment Contract

Payments

As a not-for-profit organization, the prompt payment of fees is an important part of the preschool being able to offer the current provision to the children.

If your sessions are fully funded, Preschool will claim the payments from Central Bedfordshire – please ensure that the signed parent declaration is returned when requested.

If you are paying for some or all of your sessions, then you will receive an invoice at the end of the half term in readiness for the following half term (apart from September when these are distributed once Preschool has reopened).

Please refer to the Fee Payment Policy (attached) for full details of timings for payments and penalties for late payments. Preschool are always happy to discuss alternative arrangements if parents are facing genuine financial difficulties.

Refunds

No refund is made for sickness or absence from the Pre-school.

Notice Period

We plan our staffing levels and set our budget well in advance. In order to operate, we therefore need notice of changes to numbers and thus our income.

One half term's written notice is required of a child leaving the Pre-school or reducing their sessions, otherwise fees in lieu of notice will be charged.

I confirm that I have read the Fees Payment Policy and understand that if the correct amount of notice is not given to change my child's sessions then I will be charged in lieu of notice.

Name _____ Date _____

Signature _____