

Black Firs Preschool

Terms of Contract

Please sign and return this copy to the School Office

The payment terms for Black Firs Preschool have been revised and are set out below. Parents who wish their child to attend the setting must abide by these terms and sign and return this contract to the School Office.

- All fees must be paid by the end of every term preferably via ParentMail. You are responsible for checking your sessions and fees via this app every term.
- Non payment will result in your child's place being terminated for the following term.
- During holidays and sickness full fees must still be paid.
- We recommend a regular weekly or monthly standing order is setup if you are unable to pay the fees in full. Please arrange with the school office if you are setting up a standing order for a monthly BACS payment.
- Parents can use childcare vouchers to cover the cost of their term's fees.
- Children should be collected by the end of their session at 3.20pm unless arrangements have been made with a member of staff. An extra £15 fee will be charged if these times are not kept to.
- Two week's written notice is required to terminate a child's place mid-term. If you have applied for funded sessions please be aware that the Local Authority can withdraw the right to move the funding to a different setting mid-term.
- If a child is not attending for any reason staff must be notified as soon as possible via the school office 01260 272935.
- Funded places must be applied for before the start of every term. Any funded sessions applied after the Local Authority deadline may still be charged at full price.
- Funding forms are a binding termly contract. Once signed and returned, any additional sessions will be charged at full price.

Signed:

Date:

Print Name:

Child's Name: