

Wrenthorpe Pre-school, Early Birds & Night Owls



Terms and Conditions of Payment SEPTEMBER 2014

Imperial Avenue
Wrenthorpe
Wakefield
Tel: 01924 370770
(Mon to Fri 7.30am - 6.00pm)

1) Pre-school fees for non-funded children

These are currently charged at a subsidised rate of £6.50 per 3 hour session (either morning or afternoon).

Early Birds

£4.25 per session (includes breakfast and walk to school)

Night Owls

Attends Early Birds & Night Owls

3.20 - 4.20	£4.25	£6.75
4.20 - 5.20	£6.75	£8.75
5.20 - 6.00	£8.75	£9.75

If child attends every day for Early Birds & Night Owls until 5.20pm - £40 per week.

A 10% discount is available if more than one child from the same family attends any of the Pre-school or Early Birds & Night Owls sessions.

2) Payment terms

Invoices will be sent out at the beginning of every half term and payment will be required within two weeks of the date of the invoice.

If payment is not received within this timeframe the Committee reserve the right to cancel a place and reallocate it to a child on the waiting list.

You can a) pay for all the sessions your child attends during each term as a lump sum at the beginning of that term or b) pay in weekly or monthly instalments in advance

But whichever way you pay, please make sure that you obtain a receipt from us.

3) **Holidays and other absences**

If your child is absent from Pre-school or Early Birds & Night Owls during term for whatever reason, all fees are still payable. In an extreme case, the Parent Management Committee is able to exercise its discretion and waive this requirement. Please contact the Pre-school Manager, Vickey Bruce or Early Birds & Night Owls Manager, Joanne Crossland, for further information.

4) **How Local Authority Education funding works**

You can obtain funding for Pre-school for the first full term (and subsequent terms) after your child's 3rd birthday. This is administered through Pre-school.

(Please note that children born in April are not eligible for funding until the following September because the official cut off date is 31st March)

5) **If you want to take your child out of Pre-school or Early Birds & Night Owls**

One month's notice must be given, writing, to the Pre-School Manager, Vickey Bruce, or the Early Birds & Night Owls Manager, Joanne Crossland.

If you withdraw your child without giving this notice, the fees due for that 4 week period must be paid.

For non-funded children, the 4 week period is charged at the current rate for the number of sessions attended.

For LEA funded children, the 4 week notice period is charged at the official rate of £11.73 per 3 hour session (although this does not apply if the LEA has paid the funding in advance for the full half term).

6) **Unforeseen Circumstances**

Pre-school and Early Birds & Night Owls reserve the right to charge for any sessions which may have to be cancelled due to circumstances beyond our control.

TERMS AND CONDITIONS OF PAYMENT

I have read and agree to abide by the terms and conditions of payment set out above.

Signed (parent/guardian*)

(*delete whichever is inapplicable)

Date _____

Child's name _____