

## TERMS AND CONDITIONS

- Payment to be made on receipt of invoice or by date shown.
- If you do not contact the pre-school regarding this invoice within 14 days of issue date, it will be assumed that it stands correct and the full amount must be paid.
- Payment is required for the place at pre-school, whether the child attends all hours covered by this invoice or not.
- Should this invoice remain outstanding by the start of the next new term, no hours above those paid for by the Early Years Entitlement will be offered until the debt has been cleared.
- Monies will not be refunded if the child is withdrawn during the period to which this invoice refers.
- Funded hours (15 per week) start the term *after* a child's 3rd birthday (or 2nd birthday for Golden Tickets). We require a signature and copy of a birth certificate to claim this funding.
- Should you no longer require a session in the future, or request to change sessions (availability permitting), then we require half a term's notice.
- 2-year-old and Universal Funded hours (where applicable) are 570 for the academic year per child (and is offered pro rata for children who are eligible from January or April). This works out to 15 hours a week for 38 weeks; however, our school term occasionally runs for longer than 38 weeks. If this is the case, then additional hours over the 570 (or pro rata amount) will be charged for at the end of the academic year.
- 30-hour funding is based on 38 weeks. It totals 1140 hours per academic year. This may be split between providers. It is the parent's/carer's responsibility to claim and manage these hours. If hours are taken in excess of the 1140 hours, these will be charged for at the end of the academic year at the current hourly rate.