



Terms and Conditions 2023/2024

Fees

1. All fees are payable no later than the end of the second week of term unless otherwise agreed with the parent treasurer.
2. Late payments will incur a charge of 3% of the amount outstanding.
3. Our preferred payment method is by bank transfer. Details will be on your invoice, issued at the beginning of each term. To pay by cheque, please make it payable to "Rainbow's End Pre-School". If our bank refuses a cheque, the pre-school will ask you to pay all the bank charges we incur which will be approximately £25 per cheque.
4. Those parents claiming the Early Years Free Entitlement should complete the Parental Declaration Funding Form within the first week of the term. Failure to do so could result in the non-payment by the Early Years Childcare Service and you would therefore be personally liable for any monies due to Rainbow's End Pre-School.
5. Fees for Bank Holidays will be payable.
6. Any holidays taken within term time will be payable and we ask for you to give us as much notice as possible.
7. Fees are still to be paid even if your child is unable to attend the setting for any reason, including sickness.
8. A late pick up fee will be charged for any children collected after 2.45pm. This will be charged at £5 per 15 minutes.

Sessions

1. If you wish to decrease the number of sessions in attendance (including cancellation of your placement) a **minimum of 1 terms notice is required**. This should be notified within the first week of the term for changes to apply the following term. A session confirmation form will be provided for this purpose upon request. If you are unclear on this procedure, please ensure you contact Louise Howard, Alison Pitt (Manager) or the parent treasurer. Failure to give the correct notice means you will be liable for any shortfall in fees incurred by the pre-school. This shortfall could be for both funded and unfunded hours.
2. Rainbow's End Pre-School have the right to increase the fees per hour charged, giving a minimum of 6 weeks notice.
3. Rainbow's End Pre-School will try to provide extra sessions, if required, as long as there is room available. Please try to give as much notice as possible. Should you require a session at short notice, please contact Louise Howard or Alison Pitt immediately on 01483 808488 or by email rainbowsendpreschool@gmail.com.
4. Extra sessions will be invoiced immediately following the session and will be payable on receipt of invoice.
5. If your child can not attend their usual session, or an event is taking place that your child can not attend, we cannot swap sessions to make up hours.
6. Occasionally, throughout the year, there will be sessions at which the opening hours of Rainbow's End Pre-School will alter. These include sessions such as the Christmas Show, Mother's Day event, annual outing and Sports Day. The fees for these sessions though, will remain the same as any other session and you will receive plenty of notice regarding these special events.
7. If your child has their sessions changed due to staff shortages, you will be charged for only the sessions your child attends. The pre-school will give as much notice as possible if sessions need to change.

Policies

The policies and procedures the pre-school adhere to and are governed by are published on our website at <http://www.rainbowsendpre-school.org.uk/policies.html>

By signing the declaration below you are confirming you have read and understood the policies and procedures. Hard copies of the policies and procedures are available upon request.

If you have any queries in relation to the terms and conditions, please do not hesitate to contact the parent treasurer through Rainbow’s email rainbowsendpreschool@gmail.com.

I have read and agree to abide by the Terms and Conditions of Rainbow’s End Pre-school as stated.

Signed.....

Print.....

Date.....

Please return this sign off sheet and keep page 1 of these Terms & Conditions information for your records.