



TERMS AND CONDITIONS

FEES

1. Fees are payable termly in advance, by direct transfer, cheque, cash or childcare vouchers. Payment by instalment, over the course of the term, is permitted. We will give you an invoice at the start of each term showing you the amount due.
2. Fees must still be paid if children are absent for short periods of time. Refunds or replacement sessions will not be given for unattended sessions. If your child has to be absent over a longer period of time please talk to us.
3. Fees remain payable when the pre-school has to close for reasons beyond our control e.g. severe weather. However, our policy on Emergency Closure sets out how we hope to deal with such events in as fair a manner as possible.
4. For your child to keep his/her place at Child's Play, you must pay the fees. If fees remain unpaid at the end of a term we reserve the right to allocate your place to another child.

NOTICE

5. Four weeks' notice is required if you wish to terminate your place at Child's Play or reduce your hours. If four weeks' notice is not given, we reserve the right to charge for these weeks. Notice of termination/reduction in hours must be made in writing.

ARRIVAL/COLLECTION

6. Your child is your responsibility until they are called in to Registration.
7. You must collect your child promptly at the end of each session. Finish times are:
Main session: 12.15pm
Lunch club: 1.00pm
Afternoon club: 2.30pm
Our policy on Child Collection and Non-Collection sets out the procedure we follow if a child is not collected on time.

NON-ATTENDANCE / ILLNESS

8. You must let us know if your child cannot attend for any reason.
9. You must ring us before 9.15am if your child is off sick. Our policy on Non-Attendance sets out the procedure we follow if a child is absent without notification.
10. If you arrive after the Register has been taken, you must sign the "Late book" recording your arrival time.
11. You must not send your child to pre-school if they are unwell or have a contagious condition. We reserve the right to refuse acceptance of a child or to send a child home if we feel that they are unfit to attend.

SAFEGUARDING

12. The safety and wellbeing of a child is our primary concern and we will need to take appropriate action if we feel that a child is at risk.