

Terms and Conditions

2014/2015

**Fees**

1. All fees are payable no later than the end of the second week of term unless otherwise agreed with Phil Jacques, Treasurer.
2. Late payments will incur a charge of 3% of the amount outstanding.
3. Please make cheques 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 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.

**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 Emily Riley (Manager) or Phil Jacques (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 Emily Riley immediately on 01483 808488 or by email [rainbowsendpreschool@gmail.com](mailto:rainbowsendpreschool@gmail.com).
4. Extra sessions will be invoiced immediately following the session and will be payable on receipt of invoice.
5. There will be no swapping of sessions between children without the prior consent of Rainbow's End Pre-school. If you wish to swap sessions, please speak to a member of staff. If this process is not followed, the child will not be allowed to attend the swapped session.
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, Easter Show, Mothers Day 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.

**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 understand the policies and procedures. Hard copies of the policies and procedures are available on request.

If you have any queries in relation to the terms and conditions, please do not hesitate to contact Phil Jacques either through Rainbows or by email at: [philjacques2006@gmail.com](mailto:philjacques2006@gmail.com)

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

Signed.....

Print.....

Date.....