

Fee paying terms

Holiday Care is payable weekly within 5 days of the **week commencing date** of your invoice, a late payment charge of £5.00 will be made for payments received outside of this period. Payments can be paid monthly but must be paid a month in advance. We accept payment by cash, cheque, electronic bank transfer and approved childcare vouchers.

Please note that it is very time consuming and disruptive for the settings staff to be engaged in pursuing unpaid fees. If fees are not paid in full by the due date, we will unfortunately have no option but to withdraw your child's place until arrears are cleared. A £10 charge is payable for each cheque that is represented or returned unpaid by your bank.

Please speak to a senior member of staff or the business partners at the earliest possible opportunity if you are having difficulty paying your fees.

Holidays and absences

Holiday Care sessions cancelled within **Ten Days** of the agreed care date will be charged at the full rate.

Please note: You will be required to complete a holiday contract which contains a number of permission requests from us before the care takes place.

By signing below, you are confirming that:

1. You have completed this booking form correctly to the best of your knowledge
2. you have read and agree to abide by the all the rules and regulations of the setting
3. You have parental responsibility for the child being registered at the setting

_____	_____	_____
Signature: Parent/Carer (1)	Date	Full name

_____	_____	_____
Signature: Parent/Carer (2)	Date	Full name