



# Broughton Gifford Pre-School

Ofsted No: EY485579

Registered Charity No: 10408

## TERMS AND CONDITIONS

1. Fees should be paid monthly, within 10 days of receiving the invoice. Cheques should be made payable to "Broughton Gifford Pre –School". Invoices will be issued at the beginning of each calendar month by the Treasurer, for the previous months sessions. Failure to pay may result in your child's place being withdrawn. There is an admin charge for late payment as follows: 5% for 1 month, 10% for 2 months and 20% for 3 months.
2. All coats, uniforms, daps, wellies etc. should be named to avoid confusion.
3. Please tell a member of staff if there are any changes to the usual collection process and provide a password if the appointed agent is unknown to staff. If your child is not collected for any reason, then all the contact numbers on the registration form will be called. If there is no reply then the police will be informed. This is a legal requirement.
4. We will follow West Wilts school term times and close the same Teacher Training Days as St Mary's School. No charge will be made for these days.
5. If your child is unwell or likely to be absent please advise us on the Pre-School mobile (07531655337). This also applies when you are likely to be unavoidably delayed when collecting your child.
6. Children are not allowed to return to Pre-School until they are 48hrs clear after a bout of sickness or diarrhoea.
7. Two weeks' notice is required in writing for the cancellation of any place.
8. Any holidays taken in term time will be charged at full rate.
9. Fees are not refundable for occasional absence, including sickness. If long term sickness then you will be charged for the first three consecutive absences but thereafter nothing until your child's return. Please refer to the Chairperson if absent for more than three weeks.

WE HOPE YOUR CHILD WILL BE HAPPY WITH US. Please let us know of any problems that you or your child may be experiencing and we will be happy to discuss them with you.

I have read and understand the terms and conditions and agree to abide by them.

Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Date \_\_\_\_\_