



## TERMS AND CONDITIONS OF LITTLE DUCKLINGS PRE-SCHOOL

### Little Ducklings Pre-School (hereinafter referred to as “the Pre-School”)

1. Fees will be calculated according to session requirements on a monthly basis, taking into account any funding received from Hampshire County Council in respect of the child.
2. Invoices will be sent out first Monday of each month. Payments must be paid by the Friday of that week. If the fees have not been paid the sessions will not be allowed until payment has been made. We reserve the right to withdraw or limit the child's place following a discussion with you. Any revision to the payment terms must be agreed in writing with the Pre-School Office Manager.
3. There will be a £10.00 charge for bounced cheques.
4. There will be no reduction or refund of fees for instances when the child is absent from the Pre-School (including sickness and holidays), nor for any occasion when the Pre-School has to be closed due to circumstances beyond our control.
5. The Pre-School reserves the right to withdraw the child's place permanently or reduce the number of hours offered to those funded by Hampshire County Council. The Pre-School may also recover the past debt by excluding the child or any subsequent siblings from Pre-School for the number of hours represented by the debt.
6. Should the contract be terminated once the child has started the Pre-School, four weeks' notice must be given in writing or four weeks' fees paid in lieu of notice. N.B. Any term fees already paid are not refundable.
7. There will be no reduction for siblings
8. Fees will be reviewed on an annual basis.
9. The Pre-School cannot admit children into the building before the agreed start time, due to insurance limitations, unless otherwise paid for and agreed with the Pre-School Office Manager.
10. Unless notified otherwise, the Pre-School will administer any necessary first aid to the child, which includes taking them to hospital, should a carer be uncontactable.
11. All policies and procedures (which are available to inspect at the Pre-School at any time) regarding the health, safety and security of all children and adults within the Pre-School, must be adhered to at all times.






**TERMS AND CONDITIONS (contd.)**

- 12. If your child has not been picked up at the end of their session Social Services will be called and Foster Care arranged.

Signed by Parent/Carer: .....

Date: .....

Signed on behalf of Little Ducklings:  .....

Position: .....Office Manager.....

Date: .....

