



Heathwood



Pre-School

Heathwood Lower School
Heath Road, Leighton Buzzard, Bedfordshire, LU7 3AU
01525 377096 www.heathwoodlower.com
email: preschool@heathwood.beds.sch.uk

Finance Contract

Parent/Carer Name(s) 1: _____

Parent/Carer Names(s)2: _____

Main Contact Address: _____

Contact Numbers: _____

(Home)

(Work)

Email Address: _____

Terms and Conditions

1. All Fees and Charges are payable monthly in advance and must be received by the date stated on the invoice. The Parent/Carer(s) named above are liable for fees.
2. An invoice confirming the registered sessions and the amount due will be issued on a termly basis and divided into three instalments with dates that these payments will need to be made by.
3. Acceptable payment methods are currently via School Money, Government Tax-Free Childcare and childcare vouchers.
4. Non-payment of fees may result in your child's sessions being cancelled or withdrawal of your child's place.
5. Fees are payable for all sessions your child is registered to attend whether or not your child actually attends; this includes absence due to holidays or illness. The only exception is when Pre-School is closed. Details of any days that Pre-School is closed, which includes Bank Holidays, are on your invoice or you can find term dates on the Heathwood website.
6. Half a term's notice is required if you need to change your sessions. Should you need to change sessions (and there is availability), contact the Pre-School Manager to request this.
7. Half a term's notice is required if your child is to leave the setting for any reason (payment in lieu of notice is acceptable). Fees must be paid even if your child does not attend during this notice period.
8. If your child is attending all day, you will pay for 2 sessions plus the lunch period which includes a hot lunch irrespective of whether your child brings in a packed lunch.
9. Late collection at the end of a session will result in additional charges being applied to your account.
10. A list of Fees and Charges is available on request or please see your invoice.

I have read and understood the Terms and Conditions stated above and agree to abide by them:

Parent/Carer Names(s) 1: _____

Date: _____

Parent/Carer Names(s) 2: _____

Date: _____