

PARENT/CARER AGREEMENT

When accepting a place at William Older Playgroup we ask you to sign a copy of this agreement which clearly states the terms and conditions set by the William Older Playgroup Committee regarding places at the playgroup. Please read it carefully before you sign and if you have any queries please ask to speak to the Playgroup Manager. Please return the form to playgroup once completed.

I understand:

- The session times will be: 8.50am to 11.50am and 12 noon to 3.00pm or 8.50am to 3pm if all day. Children must be collected promptly from the playgroup at the end of each session by an authorised person. The playgroup reserves the right to charge £6 for every 10 minutes a parent/carers is late. This fee will be added onto the next invoice.
- For children who do not receive any Government funding, the session fee is £18 (for the three-hour session). For children receiving funding but choosing not to use their allowance at William Older Playgroup, the session fee is also £18. Fees are reviewed annually and parents/carers are notified of any changes at least one term in advance.
- William Older Playgroup will invoice parents/carers within the first two weeks of each term. The invoice will cover the fees for the whole of that term. Payment can be made in full (for the whole term) or half termly.
- Invoices must be paid within one calendar month of the start date of the term (i.e. if the first day of the Autumn Term was the 5th September then payment should be made by 5th October). If parents/carers choose to pay half termly then the first amount is due within one calendar month of the start of term and the second amount is due within one calendar month of the first day back after the half term break.
- If payment is not received on time, at the Playgroup's discretion, a surcharge of 10% can be added to the next invoice. The Management Committee has the right to refuse admission to the playgroup if invoices remain unpaid. Legal action will be taken as a last resort.
- Half a term's notice in writing must be given when reducing the number of sessions or leaving the playgroup.
- The playgroup's policies are available for inspection on our website or a hard copy can be found in the Playgroup foyer and all parents/carers when signing the contract are agreeing to abide by our rules and regulations.
- Parents/Carers are responsible for informing the playgroup in writing of any changes to addresses and telephone numbers (including those of the emergency contacts).
- Parents/Carers will report absences / holidays by email to williamolderplaygroup@gmail.com or by phoning 01903 771025, wherever possible.
- This contract is subject to change with one month's notice.

I have read carefully the above terms and condition and agree to abide by them.

SIGNATURE OF PARENT/CARER _____

PRINT NAME _____

NAME OF CHILD _____

DATE _____

SIGNED ON BEHALF OF WILLIAM OLDER _____

PRINT NAME _____

DATE _____