THE *sir*
DONALD BAILEY ACADEMY

LABOR OMNIA VINCIT

PRE-SCHOOL 2023-2024 CONTRACT

Welcome to the Sir Donald Bailey Pre-School. Please read the information below regarding:

- The cost of the morning and afternoon session, when to pay and how.
- What happens when your child misses a session due to sickness.
- The charges that apply when you are late to collect your child.

TERMS & CONDITIONS

Fees
The fee for each morning or afternoon session is £13; you can make the payment on your child's SchoolMoney account or with a bank card at the school office. Payments are due a week in **advance**. Late payments, your child will **not** be able to attend another paid Pre-School session until the outstanding amount is paid in full.

If this is not paid in full within two weeks your child will lose their place and you will have to go back onto the waiting list.

For any reason you are likely to have difficulty in making a payment on time then please see the school office.

Health and Illness
If your child misses Pre-school due to sickness, you, as parents/carers, are to call school to inform that the child will not be attending. Fees are still payable when a child misses school due to sickness.

There will be a four-week settling in period when your child first starts in Pre-school and during this time no notice period will be required. After the settling in period, parents/carers must give one months' notice in writing before withdrawing their child from Pre-school. If this is not done they may be required to pay the fees for the following month.

Late Collection
We understand that there may be the odd occasion where you are late to collect your child. If you are running late please ring the office to inform us that you will be late to collect your child. However, regular late collection will result in late charges; if you are 15 minutes late to collect your child you will be charged £4 and then charged £4 for every 15 minutes after.

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I hereby consent for my child to take up a paid place at The Sir Donald Bailey Pre-School, according to the terms and conditions set out above.

I understand that late payment or non-payment of fees will result in my child being unable to attend Pre-School.

Sessions required for **paid places**.
Please tick to indicate the sessions you will be paying for:

Monday AM	Tuesday AM	Wednesday AM	Thursday AM	Friday AM
Monday PM	**Tuesday PM**	**Wednesday PM**	**Thursday PM**	**Friday PM**

Please indicate the half-term period(s) your child will be attending the additional paid sessions:

Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2

Child's name:	
Child's class:	
Print parent/carer name:	
Signature of parent/carer:	
Date:	

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Date paid sessions start:	