



Pinner Parish Pre-School | St. John The Baptist Church Hall | Church Lane | Pinner | Middlesex | HA5 3AA
Telephone: 07949 363325 | E-mail pinnerparishpreschool@hotmail.co.uk

AGREEMENT TO PAY FEES

Dear Parent/Guardian,

Thank you for choosing to send your child to Pinner Parish Pre-School. We are committed to providing a secure and positive environment in which your child can learn and play.

The days that your child will attend have been confirmed as:

.....

Pinner Parish Pre-School is a registered charity managed by a volunteer parent/teacher committee and it is essential that you understand and accept the terms and conditions of the pre-school.

Please read the following information thoroughly.

PAYMENT OF FEES:

- In return for your child/ the child in your care attending Pinner Parish Pre-School, you agree to pay the general fees (relating to each half-term) on the stated due date set out in the appropriate Payment of Fees Form.
- If you do not pay all amounts in the Payment of Fees Form, within twenty eight (28) days from and including such stated due date, you further agree to pay all reasonable out-of-pocket expenses (including legal fees) of Pinner Parish Pre-School relating to the recovery of such amounts due and payable.
- This letter agreement shall be governed by and construed in accordance with English law.

TERMS AND CONDITIONS:

- **I/We agree that a half term's written notice must be given for any child leaving pre-school or reducing attendance. If a half term's notice is not given, a half term's fees will be payable. This applies to all children, including those over three years of age receiving a free place.***

- Fees are payable in advance by the first day of each term. Late payment may incur a £10.00 late fee**. The pre-school reserves the right to refuse admittance to a child until fees have been paid.
- A non-refundable deposit of £50.00 should be paid at the time of registration.
- A deposit of £300 is requested at the beginning of the year. This will be set-off against the last payment of the term a child is leaving for under 3s or reimbursed at the end of the Summer term for Over 3s.
- Children are expected to attend pre-school regularly, however if your child is unable to attend, please contact the pre-school Manager as soon as possible.
- Holidays – We encourage parents/guardians not to take holiday during term time but realise this is not always possible. Please notify the Pre-School Manager if you wish to take holiday during term time. Children in receipt of a funded place may take no longer than 2 weeks leave during term time, per term. Holidays taken in excess of this time will breach the terms of funding for their free place and full fees will be payable.

**Free places for over 3 year olds are funded by the Early Years Learning grant. This funding is provided by Harrow Council and can only be granted to a child in regular attendance. False claims face legal prosecution. Therefore you will be liable to pay one term's fees (even if you do not do so normally) if you fail to provide one term's notice of your child leaving or reducing hours.*

***If you are struggling to pay fees because of financial difficulty please speak to our pre-school Manager or a member of the committee who will be able to discuss options.*

I/We had read and fully understand the terms and conditions set out in this agreement:

Print name: _____

Sign name: _____

Relationship to child: _____

Date: _____

Print name: _____

Sign name: _____

Relationship to child: _____

Date: _____