



Heathwood

Pre-School

Heathwood Lower School
 Heath Road
 Leighton Buzzard, Bedfordshire, LU7 3AU
 01525 377096
www.heathwoodlower.com
 email:heathwoodps@gmail.com



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 5th of the month. The Parent/Carer(s) named above are liable for fees.
2. An invoice confirming the registered sessions and the amount due will be issued prior to the start of the term. If your child's sessions are totally covered by NEF funding, your balance payable will be £0.
3. Acceptable payment methods are currently: cheque, bank transfer, cash, childcare vouchers.
4. Non-payment of fees may result in your child's sessions being cancelled.
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. A list of Closure Days, which includes Bank Holidays, is available on request.
6. Late collection at the end of a session will result in additional charges being applied to your account.
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. A list of Fees and Charges is available on request.

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: _____