**Terms and Conditions for Payable Items**

1. Government funded places are available for a total of 15 hours. An additional 15 hours of free childcare is also available for children where parents are eligible. We cannot guarantee your funding if you fail to register your 30 hours code or do not complete the required forms sent out by school.
2. The pre-school will operate for the following hours:

Morning session – 9am to 12 noon

Lunch session – 12 noon to 12.30pm

Afternoon session – 12.30pm to 3.30pm

Pre-School children can also attend our Before and After School club, where applicable this may be billed separately.

1. For those children who are not eligible for the free childcare hours, or are using additional hours the fee for the morning and afternoon session is £15.00 per session. The fee for the lunch session is £2.50. You can either provide a packed lunch or purchase a school dinner for £2.90.
2. Parents are expected to give 4 weeks’ notice if they plan to withdraw their child from nursery.
3. Fees for top up sessions are to be paid on receipt of invoices on our ParentPay system. Payment is due 7 days from the date of the invoice. We accept Childcare Vouchers, Tax Free Childcare as well as the Universal & 30 hours funding.
4. If any fees or charges (including late payment charges) are outstanding for more than 14 days from the relevant due date then Ribchester St Wilfrid’s Primary School may offer your child’s place to another child on the waiting list.
5. There shall be no pro-rata reduction of fees if the child is (or is to be) withdrawn from the nursery or absent from the nursery for any period due to illness or holidays or for any other reason. Accordingly, where such circumstances are envisaged the parent/guardian is obliged to make the full monthly payment in advance, and there will be no obligation on Ribchester St Wilfrid’s Primary School to repay fees paid in advance to the parent/guardian where such circumstances arise.
6. The parent/guardian will pick up the child from nursery no later than the relevant session end time. There will be a late fee to pay if this occurs regularly. The late fee as agreed by the governors of the school is £5 per every quarter of an hour.