

TERMS AND CONDITIONS – Pre-School Additional

- 1 **These Terms and Conditions** run in addition to our standard Terms and Conditions and are applicable to the Pre-School.
- 2 **Minimum requirement:** Each pupil must attend Pre-School for a minimum of two days per week, either as two full days or four morning sessions.
- 3 **Sessions:** Each session includes food, curriculum, administration and activity charges which are compulsory within the session.
- 4 **Fees:**
 - a Fee invoices are broken down into childcare, food, transport / pick up and activity charges for each session, (Morning / Full day / Wrap-around-care).
 - b Fee invoices will be sent out in the month prior to sessions. Where pupils are eligible for Government funding, invoices will not be due until funding is received.
 - c Sessions are billed for 34 weeks per year / 170 days per year – every week in term time, regardless of any sickness or holiday taken.
 - d Sessions are booked and confirmed at the start of each academic year; any changes in set weekly days needs to be requested with one term’s notice in writing to the school.
 - e Wrap-around-care is booked in the same way as daily sessions. Change requests can be made with one months’ notice.
 - f Additional sessions can be requested at any time, made in writing to the school.
 - g We cannot guarantee to accommodate any change requests made during the academic year; these are subject to availability.
 - h We reserve the right to charge a fee for any pupil who is collected later than the hours that they have booked on any one day.
 - i Sessions are invoiced monthly, and invoices will be issued up to one month in advance.
 - j All invoices must be settled as per the terms stated on the monthly invoice.
 - k One term’s notice in writing, sent to the Principal, must be given to withdraw a child from the school. Where the required period of notice is not given, fees in lieu of notice (FILON) will be applicable, as per Section H of our Terms and Conditions.
 - l Where funding is not being received, if sessions are not paid for in advance, the school reserves the right to exclude the child from the session until invoices are brought up to date.

- m The school is not responsible for applying for any funding which may be available to your child.
- n Refunds will not be given for any sessions missed or due to the Pre-School being forced to close due to events beyond the control of any parties, as per section J of our Terms and Conditions.

Rydal Penrhos Limited: a Company Limited by Guarantee
Registered in England No: 03294434

Registered Office: Rydal Penrhos, Colwyn Bay, Conwy, LL29 7BT
Registered Charity No: 1063489

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