

## Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to ensure the needs of all children are met.



### 10.1 Payment contract

#### Policy statement

We ensure that all parents/carers are made aware of this policy upon the induction of their child/children into our Pre-School and sign a copy of the contract

#### Procedures

- Invoices are emailed from [pippinfinance@pippin-eyfs.co.uk](mailto:pippinfinance@pippin-eyfs.co.uk) on or around the 20<sup>th</sup> of the month preceding the month being invoiced.
- Invoices are due for payment by the 1<sup>st</sup> of the month being invoiced.
- Payment can be made by cash, childcare voucher or BACS to account: 47313487 sort code: 09-01-54.
- Failure to settle an invoice on time may result in future sessions being temporarily suspended until the account is up to date.
- The full cost of the session will be charged even if it is only part used.
- Unattended sessions cannot be exchanged in lieu of another session.
- Bookings made for preschool or wraparound sessions which are unattended will be charged unless 4 weeks' notice is given. This charge may be waived on the decision of the manager in exceptional circumstances.
- All holiday club bookings must be paid for at the time of booking in order to secure a place and these are non-refundable at any time unless under exceptional circumstance with agreement of the manager.
- For wraparound care – if three consecutive sessions are unattended (the same day over three weeks) the place will be withdrawn and offered to another family.
- Where a child is collected after 6pm from evening wraparound care or holiday club a charge of £20 per quarter of an hour (per family) will be applied to cover the cost of staff overtimes.
  
- Any fees being paid by cash must be handed into the office and a receipt will be issued. Office hours are Monday – Friday 9:00am – 3:30pm. Members of staff on the door cannot accept your payments. Payments made out of office hours must be handed to the session leader who will issue a receipt.

#### Legal framework

- Data Protection Act 1998

# Pre-School

Registered Charity No. 1028855