

The Pastures Sessions - Terms & Conditions – January 2009

Session fees (meals included)

Per Morning	Per Afternoon	Per Full Day
08.00 – 12.50	13.00 – 18.00	08.00 – 18.00
£31.50	£24.75	£47.00

5 full days per week are charged at a discounted rate of £220 per week.

Procedure for booking and payment:

Applications

- Pastures has places for: 12 children aged 3 months to 2 years; 20 children aged 2 years to 3+ years.
- Applications may be made at any time.
- Notification will be given that a place is available and a reservation has been made.
- Four weeks notice of cancellation or permanent change is required in writing.

Deposits/Holding Fee

More than three months prior to the child's start date:

- A booking deposit of £50 is required.
- This amount will be deducted from the Holding fee once the Holding fee becomes payable.
- The £50 booking deposit will be lost if the place is cancelled.
- A booking deposit may be paid by cash or cheque (payable to Wokingham Borough Council), not child-care vouchers.

Three months or less prior to the child's start date:

- The holding fee is required – please see the sliding scale.
- If you have already paid a booking deposit, this will be taken off the holding fee.
- Should a place be cancelled after the holding fee has been paid, the holding fee will be returned less the £50 booking deposit provided that at least 4 weeks notice is given.
- The holding fee will be returned in full at the end of the child's time in Pastures, provided that 4 weeks notice of leaving is given, and that there are no outstanding fees. The deposit may be used to cover a child's final invoice, subject to the deposit being in excess of the fees outstanding. For those children moving on to Meadows the holding fee will be amended accordingly.
- The holding fee may be lost if payment is late by more than 1 week and the place allocated to the next child on the waiting list, or if 4 weeks notice is not given before leaving.
- A holding fee may be paid by cash or cheque (payable to Wokingham Borough Council), not child-care vouchers.

Billing

- Monthly invoices and statements will be issued outlining all fees due and payments made. Receipts will only be issued to acknowledge cash payments.
- It is parents' responsibility to make payment by the due date and to check statements to ensure all payments are detailed correctly.
- Invoices and Statements of accounts will be placed in the blue pockets in the corridor (labelled alphabetically by surname). It is parents' responsibility to collect, read and act upon this information

Payment of fees

- Payment may be made by cash, cheque, standing order, electronic transfer or child-care vouchers.
- Payment is due in advance, on receipt of the invoice.

- Payment must clearly indicate the name of the child the payment is being made for and can be placed in the black letter box by the main entrance. Cash payment should be handed to the administration team.
- If payment is not made within two weeks of the invoice date, a reminder will be given, allowing 1 week to make payment.
- If payment is not made by the end of the third week, the place and deposit may be lost and the place allocated to the next child on the waiting list.
- If payment is worked out yearly and regular set payments are made by standing order or/and child-care vouchers each month then a small amount outstanding (less than a weeks fees) would be acceptable.
- Bounced cheques will be viewed as missed payments and treated as above.

Sibling Discount

- There will be a discounted rate for siblings in Pastures when more than one child attends Pastures. Each sibling in Pastures will receive a 5% discount.

Refunds

- Sessions include all food. No discounts are given for children not taking these meals.
- Refunds will only be made if the Pastures suffers an unplanned closure.
- No reduction is available for sessions not used, planned or unplanned.

Planned Absence

- A credit for all meals normally taken will be given on receipt of a signed planned absence form with two weeks notice.

Minimum Booking

- A minimum of two sessions is required at all times.

Additional one-off sessions

- One-off additional bookings are dependent on space and cannot be booked earlier than one week before the date required.

Sliding Scale for deposit/holding fee

Parent pays (per week)	Deposit due
£0 - £5	£10
£5.01 - £10	£25
£10.01 - £15	£45
£15.01 - £20	£65
£20.01 - £30	£90
£30.01 - £40	£135
£40.01 - £50	£180
£50.01 - £60	£220

Parent pays (per week)	Deposit due
£60.01 - £75	£270
£75.01 - £100	£350
£100.01 - £125	£450
£125.01 - £150	£550
£150.01 - £175	£650
£175.01 - £200	£750
£200.01 - £225	£850
£225.01 - £250	£950

N.B. Fees are reviewed annually with any changes taking place in April.

Should this mean your deposit/holding fee falls in a different sliding scale band, then that band will become applicable.