



Lady Katherine Leveson C of E Primary School
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Head Teacher: Mr Simon Russell B.ED (Hons)
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30th November 2017

Dear Parents,

The Governors of Lady K Care and Play have recently reviewed our pricing structure in order to bring our fees in line with other local providers. We are, however, still fortunate enough to keep our prices at a competitive level compared to others.

The pricing structure effective January 2018 will be as follows:-

Club	Available to	Time	Cost per session
Breakfast Club	Nursery-Year 6	7.45-8.55 am	£5.00
Morning Club	Age 2 - 3	9.00-12.00 pm	£12.00
Lunch Club	Age 2 - Nursery	12.00-12.45 pm	£4.50 *
Afternoon Club	Age 2 - Nursery	12.45-3.15 pm	£11.00
After School Club	Nursery-Year 6	3.20-4.30 pm	£5.00
After School Club	Nursery-Year 6	3.20-5.30 pm	£9.00
After School Club	Nursery-Year 6	3.20-6.00 pm	£11.00

*Charges for hot meals are invoiced separately on ParentPay.

Our Terms and Conditions have also been reviewed and an updated version is attached herewith.

If you require any further information, please contact me, or one of the Lady K Care and Play team, at the above address.

Yours faithfully

Mr Simon Russell
HEADTEACHER

Lady K Care and Play

TERMS AND CONDITIONS

- All fees are payable monthly, in advance, via ParentPay (www.parentpay.com).
- The invoice must be paid by the date stated on it.
- **A £10 surcharge will be made for late payment of invoices** and will be added to the next childcare bill (or invoiced separately if necessary).
- Failure to pay the invoice will result in the exclusion of the child until full payment is made. If payment is not made within two weeks the place may be withdrawn and offered to another child.
- No child will be accepted at the club without the completed Medical form, Agreement form and Child Information Record.
- Full fees are charged for absence and early collection of a booked session.
- We are registered to accept childcare vouchers.
- Fees are charged on a "per child, per session" basis.
- **Period of notice is one month in writing.**
- Adhoc bookings are possible at a minimum of 24 hours notice, subject to places being available.
- Alterations to bookings are subject to availability and a minimum of 24 hours notice.
- Children must be collected at the agreed time or extra charges will be applied (£5 for every five minutes that a child is late to be collected).

If your child is due to attend any Lady K Care and Play session and is unable to do so for any reason, we request that you notify us as early as possible so that we can amend the register.

If your child is to be collected by anyone other than the usual person, written consent must be given, whether this is a regular occurrence or adhoc. In extenuating circumstances, a phone call will be accepted as notification. A password will be required.