



Charges and Cancellation Policy

The 'charges and cancellation policy' aims to provide a clear view of the charges that apply and when.

Procedures:

Terms and conditions when formalising a pre-booking:

- To book a place at La Casita, an initial £300 deposit is required, payable in advance
- There is also a £20 non-refundable registration fee, payable in advance.
- Your deposit will be refunded at the end of the contractual period providing there are no monies outstanding.
- We will confirm availability for the sessions that you requested.
- Should you cancel your booking once availability is confirmed, the deposit will be forfeited.
- The nursery can offer flexibility on sessions up until 4 weeks prior to the child's start date, after this any requests to change sessions are at the discretion of the management team.

Payment conditions:

- Deposit payment is payable in advance.
- Fees are calculated by multiplying the 'weekly fees' by the number of weeks remaining in the school year (1st Sept to 31st Aug). That amount will then be divided in equal monthly payments.
- Fees are payable monthly in advance on the 7th of each month latest, by bank standing order.
- If paying by using work place vouchers, please consult with the nursery manager.
- Fees are payable even if your child is absent due to illness (see Illness policy), holiday or for any other reason.
- Children with a contagious disease, running a temperature, vomiting or having diarrhoea must not attend La Casita (see Illness policy). Please note that charges will still apply.

Minimum Number of Sessions:

There are a minimum number of sessions. This is to ensure consistency of care and that each child gains the most out of their experiences with us.

Children aged 0-3: 3 half day sessions per week (or 1 full day + half)

Children aged 3+: 2 full days (either school or full) per week



Other charges:

- Settling in charges :
Please refer to our 'Settling in' Policy for charges during that specific period.
- Illness :
Please refer to our 'Illness and Infectious diseases' for charges and exclusion periods.
- Late Collection :
Please refer to our late collection on our 'uncollected children policy'
- Holiday :
Please refer to our 'calendar' for details on La Casita open/closure dates. There is always a copy on the parent's board located in the hallway of La Casita.
 - When La Casita is open: normal charges will apply, even if a child is absent due to illness, holiday or for any other reason.
 - When La Casita is **closed for holiday**: there will be NO fees charged.

Cancellation terms and period:

The period of notice to terminate the contract by either party is four weeks. Notice of termination of contract must be given in writing **and** verbally. The notice should not include a period of holiday of either party.