

EYandP Fees and Payments

Terms

1. Club fees are payable per child per session. Fees are only waived if a child is absent for sessions due to hospitalisation. If for any other reason your child cannot use a particular session, the fees are still due. You will still need to advise us that you are not using the space in order to eliminate looking for lost children.
2. Late payment fees will be applied to your account if you do not collect before the end of your booked session.
3. Sessions are booked through the EYandP Manager, Carol Panther. Sessions are updated on your SCOPay at the start of each month and notification of your balance sent to you. Payment for your balance is due upon receipt of notification and the full balance must be received by the end of the month. Your balance will be accessible on your SCOPay account at all times. In the event of non-payment your ability to booking into future sessions may be stopped or your place may be offered to another family.
4. Should you wish to stop using EYandP, we require a 4 week notice.
5. Any discrepancy on SCOPay and with your balance regarding booked sessions must be brought to the attention of the EYandP Manager before the end of the month you are querying.
6. We are obliged by law to disclose accurate details to the Inland Revenue of the childcare provided to Parents or Carers who are claiming Working Tax Credit Child Care element. We therefore strongly advise that you ensure that your claim to the Tax office matches the childcare we supply to you.
7. IF YOU ARE EXPERIENCING DIFFICULTY IN MAKING PAYMENTS FOR YOUR CHILDCARE PLEASE CONTACT OUR FINANCE OFFICE.