**PAYMENT TERMS & CONDITIONS**

**NIGHTINGALE COTTAGE**

Payment for services and receipt of registration/consent form assumes agreement to the policies on our website and the following terms and conditions:

**Payment**

Sessions are to be paid for in half-term blocks to create consistency within the group.

The length of a half-term may vary - dates will be communicated with you in advance.

Payment for each block must be made in full before the first session of that half-term, via bank transfer.

**Missed sessions & cancellations**

Missed sessions and cancellations are non-refundable, as part of half-termly bookings.

On the very rare occasion I should cancel a session, I will contact you as soon as is reasonably practicable. The charge for this session will be taken off the following half-term’s payment. If your child is not enrolled for another half-term, a refund will be given in full.

**Pre-planned absences**

Term dates are published in advance.

If your child will be absent, we will deduct 2 days payment per year (if attending one day a week) or 4 days payment per year (if attending two days a week).

Deduction of fees for further pre-planned absences will be at Nightingale Cottage’s discretion and depend on factors such as whether we have children on our waiting list.

**Timekeeping**

It is important children are dropped off at 10 am and picked up at 2 pm promptly.

Persistent late pick ups may result in a fine or your child’s place being revoked (at Nightingale Cottage’s discretion).

Nightingale Cottage reserves the right to make changes to these terms and conditions.