

Hilldrop Play Project Fee Payment Agreement Form

Childcare Vouchers and Subsidies

Primary parent/carers name: _____

Child name/s: _____

Name of voucher provider or agency offering childcare subsidy: _____

AS THE PRIMARY PARENT OF THE ABOVE CHILD/CHILDREN I UNDERSTAND AND AGREE THAT:

1. It is my responsibility to liaise with any voucher provider, or agency offering childcare subsidies (*such as the Short Breaks Service, Disabled Children's Team or Social Services*) to arrange financial support for my child's fees.

2. I must present a **written agreement** with any agency providing childcare subsidies to the Play Project Manager. The agreement must include:

- Details of the start and end date of funding
- The full amount of funding agreed
- The services that the funding applies to (After School Club, Holiday Playscheme, or both)
- Details of any 121 care fees covered
- Who has responsibility for arranging 121 care

3. If there are any changes to the agreement, I must notify the Play Project Manager immediately.

4. Childcare vouchers or subsidies **may not cover the full cost of Play Project fees and that I am liable to pay any remaining balance on my monthly invoices.**

5. It is my responsibility to settle any invoice for Play Project fees within **1 month** of the issue date, and if I am unable to do so I must contact the Play Project Manager as soon as possible.

6. My child or children may lose their place at After School club and/or Holiday Play Scheme if invoices are not settled in the required time.

7. Play Project fees may include charges made for:

- Late cancellations (made less than 48 hours before the booked attendance date)
- Late collections (charged at 75p per minute after 6pm for After School Club and after 5:30pm for the Holiday Playscheme) After being more than 30 minutes late it will then rise to £5 per minute. This will cover the cost of two members of staff.

Print Name: _____

Signed: _____

Dated: ____/____/____

To be completed by Play Project Manager:

Written Agreement required

Written Agreement received