

Paid Preschool Sessions

Terms & Conditions



If you book paid sessions in addition to your funded hours, you will be asked to sign the following terms and conditions in relation to payable fees.

Payment of Fees

- To make payments and receive invoices, you must register with Childcare Bookings for Schools (CBfS), our payment provider. To register, please visit: <https://veritasprimaryacademy.cbfs.uk>
- An invoice for the month's fees will be issued on the 1st day of each month.

Payment Methods

We accept payment through:

- ✓ Tax-Free Childcare (TFC)
- ✓ Childcare Vouchers (CV)
- ✓ Childcare Grant Payment Service (CGPS)
- ✓ Credit or debit card
- Payments made through TFC, CV and CGPS will be automatically credited to your account. Parents can download statements directly from their CBfS account, providing quick and easy access to information required for childcare cost claims.
- Where there is insufficient credit on your account by the payment due date, the outstanding balance will be collected from your registered credit or debit card.
- Where fees remain unpaid for 30 days or more, the school reserves the right to reduce or withdraw chargeable preschool sessions until the account is brought up to date. Where a child remains eligible for funded hours, the allocation of those funded sessions will be determined by the school.
- Accounts that remain unpaid for more than 30 days may incur a £10 administration charge. Further administration charges may be applied where additional recovery action is required.
- Veritas Primary Academy reserves the right to suspend or cancel additional chargeable sessions with immediate effect where fees remain outstanding.
- If you are experiencing difficulty making payment, please contact the school office as soon as possible. We will always seek to work with families and, where appropriate, may be able to agree a payment plan to support you.

Cancellations/Amendments

Veritas Primary Academy requires a minimum of *two weeks written notice if you no longer require the additional Preschool sessions. We also require *two weeks written notice to process changes to the sessions your child is attending.

*Two weeks = 10 school days