

## Terms and Conditions:

- Applications **must be submitted by the booking deadline date** of the first block being purchased, however each block will remain available to select on the application form until 2 weeks prior to the start date of each block. We **cannot** guarantee that applications received after the booking deadline date will be processed.
- Applications for 2 year olds will not be accepted prior to your child's 2nd birthday.
- Completion of the application form does not guarantee allocation of additional hours.
- Additional hours will only be allocated where spaces and staff are available and South Ayrshire Council reserves the right to retain places in Early Years Centres.
- Confirmation of additional hours booked and each block's invoice will be sent to the email address supplied or via post, if your email address or postal address changes please advise Educational Services as soon as possible at [edservicesELC@south-ayrshire.gov.uk](mailto:edservicesELC@south-ayrshire.gov.uk)
- Should any changes be required to sessions already confirmed, at least 2 weeks' notice must be given prior to payment of that block but we cannot that changes will be possible.
- No refunds can be made for sessions confirmed but not used e.g. holidays and sickness or bookings which have not been cancelled prior to the block dates.
- Persistent late collection of children may result in withdrawal of additional hours bookings.
- No bookings or charges will be applied for public holidays or in-service days as these are not available for purchase. **This also applies to any early closure arrangements.**
- Childcare Vouchers will be accepted and HMRC Tax Free Childcare Scheme will be available for additional hours purchased.
- Student Funding is also an option, however please note any charges not covered by student funding must be paid by the parent /carer. An invoice will be issued confirming any outstanding balance once all payments have been reconciled at the end of the 2026/27 session.
- **Payments must be made in full and in advance per block.**
- **Invoices will be sent out per block via e-mail 2 weeks prior to the required payment date payment cannot be made until an invoice has been received as the invoice reference is required for each payment.**
- **Failure to make payment by the payment date detailed on your invoice will result in additional hours being withdrawn and the Early Years Centre advised accordingly.**
- **Any new sessions applications for 26/27 must have no outstanding balance on their additional hours account before their application will be considered.**

Invoices can be paid using the following methods:-

<b>ONLINE</b>	Payment can be made via the internet by using the following link to South Ayrshire Council Website: <a href="http://www.south-ayrshire.gov.uk/payments/">www.south-ayrshire.gov.uk/payments/</a> and selecting the Revenue Control option when prompted. You will need your Invoice number when entering your payment details.
<b>DIRECT BANKING</b>	If you have access to BACS, Faster Payment or internet/telephone banking you can make direct payment to Sort Code: 80-12-39 Account Number 00255312 quoting your invoice number as the reference.
<b>BY TELEPHONE</b>	You can pay your account by debit or credit card over the phone by calling the 24 hour automated service on 0300 123 0900 and following the instructions.
<b>AT PAYPOINT OUTLETS</b>	You can pay by cash or card at any retail outlet or Post Office displaying the PayPoint logo using the barcode printed on your invoice. Please allow 3 working days for the payment to be updated to your account.