

CONDITIONS OF ATTENDANCE

PAYMENT OF FEES:

1. Fees are payable in advance not later than the 7th of each month/term.
2. Payment is due on receipt of your statement/invoice, but not later than the second session of the term.
3. In the case of payments done electronically, you need to provide proof of payment.
4. Sessions which are not attended are not refundable.

WRITTEN NOTICE OF DEPARTURE:

1. One term's notice in writing is required. A short form is available for this purpose from your workshop owner. However should you be unable to give a term's written notice, due to circumstances beyond your control, one month's written notice will be accepted providing that it is at least one calendar month from the last day of the term.
2. Failure to give written notice within the stipulated time period will mean that a mother will be held responsible for any outstanding or extra amount owing.

NON - ATTENDANCE OF SESSIONS:

1. Mothers are responsible for payment of sessions that are not attended.
2. Mothers are requested to inform the workshop leader whenever they are going to miss a session/s. (This enables other mothers to make up missed sessions.)
3. Holidays or long absence: If a mother and toddler will be away for a month or longer during a term, the workshop owner will try to arrange for sessions to be made up, but cannot guarantee that all missed sessions will be worked in.

MAKING UP OF SESSIONS:

1. The making up of sessions cannot be guaranteed.
2. The workshop will make every effort to accommodate a mother who has missed a session due to illness or any other reasonable cause, by arranging another one. This will depend on the availability of a vacancy.
3. In all instances, the making up of sessions will be at the discretion of the workshop owner.
4. We regret that missed sessions cannot be made up after the final date of notice, i. e. once you have left the workshop.