

- Invoices will usually be issued within 2 weeks of the start of each term or within two weeks of a child commencing Pre-School. Fees may be paid in two installments.
- The Pre-School's preferred method of payment is by bank transfer although it accepts childcare vouchers as well as payment by cheque or cash. Payment by cash is, however, discouraged.

Refund Policy

- If a child is absent for short periods of time, such as for holidays or sickness, fees will not be refunded.
- If the child is absent for a longer period of time, the circumstances will be considered and fees paid may be returned.
- If the Pre-School is closed because of events outside our control such as snow, then fees paid will be refunded; the following term's invoice will be adjusted to take account of the refund or if this is not applicable (ie the child has qualified for funding or has moved up to school) a cheque will be issued.

Funded Places

Most children at Pre-School are entitled to receive funding for their place at Pre-School from the LEA. This entitlement means that the Early Years Education must be free to them at the point of delivery. However, the LEA attaches certain conditions to its funding.

Parent's Responsibilities

- All parents must complete a declaration of sessions stating how many sessions they believe their child will attend. The Early Years grant form is called the FE1 and will be supplied to parents at the start of the term following their child's 3rd birthday and at the start of each school year thereafter. The form must be updated at the start of each term with the expected number of sessions to be attended.
- A copy of the child's birth certificate must be supplied to the Pre-School. It will be stored in a secure location.
- For all absences, the Pre School must be informed as to whether the child is ill or on holiday or if there is another reason for absence. (This can be done by telephone). When a child returns to preschool, the parent/carer must fill in and sign a form stating the reason for absence.

Pre-School's Responsibilities

- The Pre-School maintains a daily register of attendance. Reasons for non-attendance will be noted on the attendance register. At the end of each term the Pre-School must submit to the LEA an audit of its attendance register (an audit verification form) showing the difference in each child's actual attendance versus their claimed attendance.

Reimbursement to the LEA

- If the number of sessions claimed for by a child is more than the sessions actually attended (excluding authorised absences) by the child for a majority of the weeks of the term the Pre-School may be required to reimburse an amount of the funding received in respect of that child to the LEA. The LEA will not seek reimbursement of funding for authorised absences which includes sickness and up to 10 days holiday per year.
- Where appropriate the LEA will consider each case individually on its merits.
- In circumstances where the Pre-School is required to reimburse funding to the LEA due to a child attending fewer sessions than claimed, the Pre-School may seek to recover the cost of the sessions from the parents/carers of that child at the EYEF rate. The parents/carers will be invoiced as soon as the Pre-School reimburse the funding to the LEA.