

**The Reading Room, School Lane, St. John's**

**Crowborough TN6 1SB**

**Telephone 01892 664214 [www.stjohns-preschool.co.uk](http://www.stjohns-preschool.co.uk)**

## **TERMS AND CONDITIONS FOR ATTENDING ST JOHN'S PRESCHOOL**

### MINIMUM AGE

Children must be at least 2 years old when starting preschool.

The preschool will take children on a waiting list if they are not old enough or not ready to start at the beginning of term, but reserve the right to change requested attendance days to allow for legislated staff to child ratios.

### SESSIONS

We run two sessions daily during the week:

Morning - 9am-12pm

Afternoon - 12pm - 3pm

We also operate a lunch club (12pm - 1pm), for those that wish to stay for lunch (packed and brought in by the child) but are not booked into the afternoon session.

Adhoc hours are also available between the hours of 9am and 3pm. A full hour will be charged even if under an hour is requested.

The EYEE funding is only available on a session basis. Adhoc sessions and the lunch club will not be eligible for EYEE funding support.

What does this mean? If you have booked your child in for a morning session only and would like them to stay for the lunch club, then the additional hour will be considered additional time and will not be covered by your EYEE funding. If however you have booked both the morning and the afternoon session, and you are still within the EYEE Funding Entitlement then no additional cost will be incurred.

Our current fee structure is as follows:

Under 3 year olds - £5.50 an hour

3 year olds and over - £5.25 an hour

Example:

A morning or afternoon session for a 3 year old is £15.75.

A morning session with lunch club for a 3 year old is £21.

A full day (two sessions) for a 3 year old is £31.50.

Session fees will only be charged for in excess of the EYEE Funding Entitlement. Session, lunch club and adhoc hour fees will be invoiced on a term basis.

All sessions are subject to availability.

## SNACK FEE

Snacks are charged for over a term and are based on a weeks attendance, each session costing £5.00

Morning session only	5.00
Afternoon session only	5.00
All day session	10.00

The termly cost for snack is based on how many sessions your child attends over a week ie.

Example:

A child attends an all day session and a morning session per week the termly charge would be 15.00

## CHANGE OF SESSIONS

If a child is sick or unwell we will not be able to offer a replacement session or a refund.

If you choose to take your child out for any reason we cannot offer a replacement session or a refund.

We may be able to offer an additional session but this would be charged at normal session rates.

## EYEE FUNDING

The free 15 hours of early years entitlement for 3 and 4 year olds can be accessed flexibly e.g. over 5 mornings, or 2 full days plus 1 morning session. This is applicable the term **after** their third birthday and is subject to available spaces. Children must access full sessions (minimum 3 hours per day) to take advantage of this funding.

## FEE STRUCTURE

For eligible 3 and 4 year olds who require more than the free 15 hours early years entitlement and for those children not eligible for early years entitlement our fee structure is as below.

For children who are 2 years old the sessions are charged at an hourly rate of £5.50 and are as follows:

9am-12pm=£16.50

12pm-3pm=£16.50

9am-1pm=£22.00

9am-3pm=£33.00

For children who are 3 and 4 years old sessions are charged at an hourly rate of £5.25 and are as follows:

9am-12pm=£15.75

12pm-3pm=£15.75

9am-1pm=£21.00

9am-3pm=£31.50

Extra ad-hoc sessions are available subject to availability and prior arrangement, and should

be paid for by cash, cheque or childcare vouchers either before or on the day. If payment is made by cheque the child's name should be written on the back of the cheque. **For direct debit or voucher payments please use your child's name as a reference so we can identify the payment source.**

Parents are invoiced for the term. Fees are to be paid by the date specified on the invoice.

#### LATE PICKUP

Children who are not collected at their regular leaving time (12pm, 1pm or 3pm) will incur a late charge of £20 for the first 15 minutes and £20 for every 15 minutes after.

#### NOTICE PERIOD

Notice of a child leaving the preschool must be given in writing at **least 6 weeks** before the determined date. **Failure to provide this notice will result in no refund.**

#### ABSENCE

The early years team at East Sussex County Council will reclaim funding if a child is absent for long periods which have not been explained. **Please inform us in writing of absences of more than a week.**

#### PRESCHOOL CLOSURE

50% refunds will be given if the preschool is closed for more than 5 consecutive working days (Saturdays and Sundays not included) e.g. for snow.

#### BOOK BAG

An optional St John's book bag is available for £ 6.50.

The children enjoy art and craft activities, and produce lots of work to take home. We have an optional St John's Book Bag for the children to keep this in. It is also used to send correspondence back and forth between preschool and home so that things do not go missing. These bags can be purchased at £6.50 each, although from time to time we do have second hand ones available, please ask the staff at the door or alternatively you can supply a suitable bag yourself for this purpose.

Further detailed information about the preschool is available in policies and procedures held at the setting. You will be required to read and sign acknowledgement that you will follow our policies and procedures when your child starts with us.