



## 5.05 Terms and Conditions

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### 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.

We expect a minimum number of two sessions taken over two days to ensure your child settles into preschool.

The Early Years Education Entitlement (EYEE) funding is only available on a session basis. **The first hour of the day 9am - 10am and the lunch club (12pm – 1pm) will not be eligible for EYEE funding support.**

Once termly funding forms have been completed and submitted to the pre-school no additional EYEE funded hours can be added during the term.

Ad hoc hours are available between the hours of 9am and 3pm. A full hour will be charged even if under an hour is requested. Ad hoc sessions will not be eligible for EYEE funding support. All sessions are subject to availability.



## FEE STRUCTURE

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

We charge at an hourly rate of £6.80 and these are charged as follows:

9am-12pm = £20.40

12pm-3pm = £20.40

9am-1pm = £27.20

9am-3pm = £40.80

Session fees will only be charged for in excess of the EYEE Funding or for hours not covered by the EYEE funding. Fees will be invoiced on a term basis and are to be paid by the date specified on the invoice.

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.

Fees will be reviewed on an annual basis and parents will be notified of any changes in writing alongside updated terms and conditions.

## SNACK/RESOURCES FEE

Snacks and resources are charged for over a term and are based on a week's attendance, each session costing £20.00. This works out, on average, £1.66 per child per session (based on a 12-week term charge term)

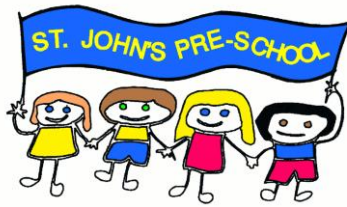
Morning session only £20.00

Afternoon session only £20.00

All day session £40.00

The termly cost for snacks and resources is based on how many sessions your child attends over a week.

Example: A child attends an all-day session (2 sessions) and a morning session (1 session) per week the termly charge would be £60.



## EYEE FUNDING

The free 15 hours of early years entitlement for 3- and 4-year-olds can be accessed 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.

**Please Note: The first hour of the day 9am - 10am and the lunch club (12pm – 1pm) will not be eligible for EYEE funding support.**

**We do not offer 30 hours of extended early year's entitlement.**

## 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.

## DEFERRAL OF SESSIONS

By accepting a placement for your child at the preschool, the preschool will be arranging staffing according to the agreed sessions and will incur on-going costs in relation to that placement.

As such, the preschool does not permit your child's placement to be deferred once it has been accepted by yourself. Should you wish to defer, your child will be placed onto the waiting list and the sessions will be offered to others on the waiting list. Unfortunately, we cannot guarantee the same sessions will become available at a later date.

Any cancellation of your child's placement will be subject to the 6-week notice period and associated fees payable for that period.

## 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.

## REGISTRATION FEE

There is a registration fee of £150. This is refundable on your first invoice once your child starts at the preschool. Should you not take up all sessions originally requested, the registration fee is not refundable.

Unfortunately, we cannot pro rata the registration fee if only some sessions are taken. As per our notice period, we require 6 weeks' notice to change sessions prior to your child starting at the preschool to ensure your deposit is refundable on your first invoice.



To pay the deposit please use the following bank details:

St Johns Preschool and Toddler Group  
Santander Bank  
Sort Code: 090129  
Bank Account Number: 24978167

#### 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. Please note this excludes closure for Covid 19, where a decision will be made dependent on government guidance at that given time.

#### SUPPORT FOR LOW-INCOME FAMILIES

For families with income below National Living Wage or National Minimum Wage at 16 hours a week per person in the household, we will be opening three childcare places where 5 hours per week of fees, per childcare place, will be offered at a reduced rate. This does not include any hours currently covered by EYEE Funding Entitlement.

Reduced rate fees as follows:

5 hours per week @ £5.90 per hour

The three childcare places will be assigned on a first come, first served basis and will require proof of earnings to qualify.

Reduced rate places will be reviewed on an annual basis at the start of each academic year and will require reapplication. We reserve the right to adjust the reduced fee rate or terminate the additional support at the end of each academic year.



### BOOK BAG

An optional St John's book bag is available for £7.00.

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 £7.00 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.

### VOLUNTARY CONTRIBUTION

There is a voluntary contribution of £15 a term (6 terms in total) and will appear as £30 on your invoice which covers two terms. We would like to stress that this is optional but a vital way to ensure the financial viability of the preschool. Should you be unable to pay this but make a smaller contribution it will be greatly appreciated.

### FEES FOR ACTIVITIES

Each term we may offer different activities which will run throughout the term at set sessions which are not included in the standard fees. These activities will be advised to you beforehand and will be charged on the invoice at £4.00 a session. The fee will cover the cost of the third-party providers that will run these additional activities. Activities will include Phonics, yoga and dancing.