

## Fees Policy Terms and Conditions

Sessions indicated on the Sessions Agreement form will be guaranteed by Sowood Pre-School and fees will still be charged in the event of non-attendance due to absence for any reason

Fees will be invoiced on a termly basis. A list of the whole year's term dates will be sent out when joining; this is to coincide with the school terms where possible. Invoices will be raised by the second week of each term and are payable monthly as specified on the invoice. If you are having difficulty paying the amount in full please speak to the Chair of Management Committee or Administrator.

Fees will be incurred to all parents/carers of funded children attending sessions that exceed the funded hours or differ to those stated on the Session Agreement form. Fees will be incurred to all parents/carers of children who are not claiming Early Education Funding (EEF) or 2 Year Old Education (2YOE) with Sowood Preschool; non funded sessions will be credited where they fall on a day that the setting is closed for Bank Holidays/Polling Days.

2YOE will be available for children attending sessions the term after they reach 2 years old (if eligible) and EEF will be available for children the term after they reach 3 years old and claimed via Sowood Preschool. EEF/2YOE cannot be carried over to another day if your child does not attend or the setting is closed due to Bank Holidays/Polling Days.

EEF/2YOE sessions prepare children for school, when term time holidays are actively discouraged. Sowood Preschool support this approach. Funding will be paid for a child that goes on holiday for a period of up to four weeks in any one Local Authority designated term. If a child goes on holiday for a period of longer than four weeks, only four weeks will be funded and the parent/carer will be liable for any additional weeks. In the event that EEF/2YOE is terminated for an individual through consistent and unexplained absences, fees will be incurred to the parent/carer of children attending sessions. Your child may be entitled to 30hours EEF depending on your circumstances. To check your eligibility please visit <https://www.gov.uk/government/publications/30-hours-free-childcare-eligibility>. In order for us to claim this funding you will need to provide us with your eligibility code.

We are fortunate to be able to offer a hot lunch and pudding at Preschool which is prepared and cooked on site. The benefit of children attending at lunchtime is that it can aide their physical and social development and prepare them for mealtimes when they start school. There is a small fee for this or you may provide your child with a packed lunch at no extra cost.

Preferred payment methods are bank transfer or childcare vouchers which can be paid at any time. We are registered for the government Tax-Free Childcare scheme and we are also registered to accept vouchers from: Busy Bees, MYCCI, Edenred, Kids Unlimited, Computershare, Fideliti, Sodexo and KiddiVouchers. Please inform the Administrator if you have a different childcare voucher scheme for us to register with.

If you need more information regarding Childcare Choices you can visit <https://www.childcarechoices.gov.uk/>

Any fees paid directly to the Administrator will be receipted indicating what the money is for. The amount must be checked and counted in front of the parent/carer. Please refrain from leaving cash/cheque in envelopes without getting a receipt.

Preschool regards non-payment of fees as a breach of both the Session Agreement and the Fees Policy. Failure to make payment by the date stated (unless previously agreed with the Management Committee), may result in the loss of a guaranteed place and payment may be pursued via court.

Extra sessions can be purchased subject to availability, by arrangement and must be paid for on the day,

