



Magdalene Preschool

Acceptance of Place Policy

I/we agree to abide by the terms and conditions of Magdalene preschool when we accept the place offered by Magdalene pre-school and the allocated sessions offered to us.

Terms and conditions

The fees are payable monthly/termly in advance for all sessions and lunch club allocated.

Fees must still be paid if children are absent. You are paying for the place not your child's attendance.

One full months' notice must be given if you wish to withdraw your child from pre-school. If the notice period extends into a school holiday the setting will claim for 4 weeks funding. If you are not eligible for funding, you will be charged for a full 4 weeks fees.

For your child to keep his/her place at Magdalene pre-school you must pay the fees.

We will inform you in writing of non-payment or overdue fees.

If pre-school closes for any reason, we will refund the relevant fees to fee paying families.

Children are eligible for Government funding the term after they are 3 years and can receive 15 hours free entitlement whilst attending a setting. We cannot claim the funding if the child is not attending the setting, for example, on holiday or out of the country.

If you wish to take your child on holiday whilst they are receiving Government funding you will have to pay the relevant fees, at the non-funded rate, yourself to guarantee your place.

There is a late collection fee of £10 at 1 - 10 minutes late and £1.00 for each subsequent 1 minute, this is to cover expenses incurred if children are collected late.

If parent/carers are late on 3 occasions, for whatever reason, you may be asked to look for an alternative pre-school and we will take your child's name off of the register.

If after 3 requests to pay any fees and any refusal to pay those fees, you may be asked to look for an alternative pre-school and we will take your child's name off of the register.

SignedDate.....

On behalf of the management Committee