



Magdalene Preschool

Taking holiday's/time off during term time.

Magdalene preschool is open for 38 weeks each academic year, this includes inset days.

You are expected to take holidays during non-term times.

Please see our website and notice board for full Term dates.

Fees are: £19.50 per session for non-funded children. These are payable in advance each half term.

A bill is issued at the beginning of half term with a final payment date. We offer two and three- and four-year olds 15 hours funding and 30 hours funding for those families who are eligible. **Fees remain the same regardless of absence.**

Non funded places: You may take your child out of preschool to travel but you will be required to pay for their place whilst you are away. **You are paying for your child's place not your child's attendance.** If you do not pay for your child's place whilst you are away your place will be jeopardised and their name will be taken off the register.

Funded places: Childcare Croydon fund children for 38 weeks per year. They will permit parents to take two weeks holiday each academic year out of term time.

If families decide that they need to take longer they will be required to pay £19.50 for each session they are away. For example, if you are away for 6 weeks you will be expected to pay 4 weeks full fees (plus any fee's for extra sessions or lunch's the child is allocated) **You are paying for your child's place not your child's attendance.**

All communication regarding holidays must be in writing. Please e-mail magdalenepreschool@hotmail.com for any correspondence regarding holiday dates that you wish to take, with full details.

If you have any questions, please speak to Sarah or Alicia.

Signed.....Date.....

On behalf of the management committee
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