

POLICY STATEMENT ON FINANCE

Owing to financial commitment and the high standards we strive to maintain, prompt payment is a vital and necessary part of our continuation. Your co-operation in this area is greatly appreciated. If you experience any financial problems, do let us know before the debt mounts up, as it may be possible to make suitable arrangements using a payment plan.

Fees are £18 per 3 hour session (£6 per hour) and the Pre-school year runs for 38 weeks. Fees are payable half-termly in advance, **inclusive of illness and holidays**. In the event of long term illness or a hospital stay, please contact us as soon as possible, where the situation can be assessed regarding fees.

Government **funded** nursery education is available for all 3 and 4 year olds. All 3 year olds become eligible the **term after their third birthday for 15 hours funded fees**. Some children may be entitled to 30 hours funding **and it is essential that this is set up before each term commences. Please note that there is a maximum number of hours imposed for claiming nursery education. Details will be made available to you each term and parents are required to sign a declaration regarding their funded fees.**

Funding may be available for some 2 year olds, depending upon their circumstances. Please visit www.havering.gov.uk website for details and complete relevant forms. **2 year old funding must be secured before you start Pre-School as funded fees cannot be back dated.**

Payment will be accepted by cash, voucher systems, tax credits or internet banking.

Vouchers are accepted from leading companies. However, please discuss this with the Manager when accepting your child's place as Voucher payments MUST be in place before commencing Pre-School.

For parents wishing to pay by internet banking, please see the Manager for details of our bank account and sort code. You will also be given a reference number when making any payment.

WE REQUIRE FOUR WEEKS' NOTICE SHOULD YOU WISH TO RELINQUISH YOUR CHILD'S PLACE.

WE RESERVE THE RIGHT TO CANCEL A CHILD'S PLACE IN THE EVENT THAT FEES ARE NOT PAID WITHIN TWO WEEKS OF THE DUE DATE.