

FUNDING AND FEES

- Your child is eligible to start with us from the age of two. This is dependent on availability. We usually start children at the beginning of September and January. We also start after Easter if sessions are available.
- If you are entitled to Two Year Old Funding then you are entitled to 15 hours. Parents must apply through Hertfordshire County Council, where you will be given a reference number for us to use to claim your 15 hours. Please enquire at www.childcarechoices.gov.uk.
- We also offer the option of 30 hours if children / families are eligible through the government criteria. Parents must apply through Hertfordshire County Council, where you will be given a reference number for us to use to claim your 30 hours. Please enquire at www.childcarechoices.gov.uk.
- All children, the term after they turn three become eligible for Government Funding of 15 hours. We claim the funding for you through Hertfordshire County Council.
- If we are unable to offer the full 15 hours or 30 hours, you are entitled to take the remaining elsewhere.
- Additional sessions can be requested, which are chargeable and dependent on availability.
- On accepting a place for your child, you will be asked to pay a deposit of £50 (this will be refunded from your first invoice, but if you choose not to take up your place it will NOT be refunded), and a registration fee of £30.00. You are exempt from this if your child is funded.
- We are currently registered to take childcare vouchers. If your work place has a voucher scheme we are not already registered with, we will be prepared to join, enabling you to receive these benefits.
- We need to confirm your child's date of birth, you will be asked to show a birth certificate or passport.
- Fees are due every half term to be paid in advance. You will receive an invoice a couple of weeks before term starts. The invoice is due to be paid in full during the first week of term. We prefer payment by BACS (payment details will appear on your invoice). If it is not possible to pay by BACS or you would like to pay by Childcare Vouchers, please speak to Sam Careford (Admin and Finance). Fees are reviewed annually.
- Fees are to be paid regardless of absence due to illness, holidays or any ad hoc reasons. For inset days and bank holidays fees are adjusted accordingly. Six weeks' notice is required, and fees are to be paid for that period, this also applies to any change in fee paying hours.
- See your Contractual Agreement regarding late payments.
- If you are in receipt of government funding, the sessions you agree are allocated to you at the beginning of term, are set until the end of that term. If you would like an extra one-off session, over and above your government funding, then you will be invoiced for this session.

ADMINISTRATION AND FINANCE

Any information you require regarding allocations, funding, fees etc. contact Sam Careford - Admin and Finance Co-ordinator on highwychpreschool@googlemail.com or phone 07792-612585.