

FUNDING

2 Year Olds

- Your child can start with us from the age of two. We usually start children at the beginning of September and January, but we do allocate spaces all year round subject to availability.
- 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.beststartinlife.gov.uk.**

3 Year Olds

- All children become eligible for Government Funding of 15 hours the term after they turn three. We claim the funding for you through Hertfordshire County Council.
- 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.beststartinlife.gov.uk.**
- If we are unable to offer the full 15 hours or 30 hours, you are entitled to take the remaining elsewhere.

Additional sessions

- Additional sessions can be requested, which are chargeable and dependent on availability.

Registration Fee

- A non-refundable registration fee of £30.00 is required fee payers. You are exempt from this if your child is funded.
- We are currently registered to take childcare vouchers. **Proof of date of birth**
- You must provide us with proof of your child's date of birth prior to their start date. You will be asked to show a birth certificate or passport.

Payment terms

- Fees are due every term to be paid in advance. You will receive an invoice a couple of weeks before term starts. 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 Jacqui Harrison, Office Manager. 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. Funded children are also required to give six weeks' notice otherwise they will also be charged for the period.** • 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.
- If your workplace has a voucher scheme we are not already registered with, we will be prepared to join, enabling you to receive these benefits.

ADMINISTRATION AND FINANCE

Any information you require regarding allocations, funding, fees etc. contact Jacqui Harrison – Office Manager on office@hwpsn.com or phone 07792-612585.

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