



St. John's Sunshine Pre School



TERMS AND CONDITIONS

PLEASE SIGN AND RETURN WITH YOUR ADMISSION FORMS

DEPOSIT

A fee of £40 is payable to register at St John's Sunshine Pre-school and be placed on the waiting list, unless you are in receipt of the 2 year Free Entitlement funding. Please include your 2 year funding code on your application form. The deposit will be refunded when your child starts at St John's Sunshine Pre-school. Approximately 6-8 weeks before the start date you will be contacted to confirm a start date and the sessions that your child will attend.

ABSENCES

Fees remain payable in full for any absence during term time including holidays or illness. Due to staff to child ratios we are unable to offer alternative sessions to make up for lost sessions or swap sessions to accommodate other arrangements.

SICKNESS

If your child is ill you are requested to keep them at home until they are well. If they are suffering from any sickness, diarrhoea or contagious illness you are requested to keep your child at home for 48 hours or until they are no longer contagious as advised by a doctor.

NOTICE OF WITHDRAWAL

We request 4 weeks' notice in writing if you wish to withdraw your child. If you wish to leave without giving notice you may be charged 4 weeks' fees in lieu of notice. If you are in receipt of the Free Entitlement and you wish to change settings within West Sussex, the funding will follow your child to the new setting after the notice period has been served. In exceptional circumstances where this isn't in the interest of the child the notice period will be waived.

PAYMENT OF FEES

An invoice will be raised at the beginning of every half term. Payment should be made by cheque, cash or internet banking. This should be paid promptly within 2 weeks of receipt. Fees that remain unpaid will incur a 10% charge until the debt is cleared. Failure to pay fees may result in your child's place at St John's Sunshine being withdrawn and legal action taken to recover the amount outstanding.

If payment is made by cheque, please be aware that this may take up to 6 weeks to be paid in, please ensure that sufficient funds are available. Any costs incurred due to a bounced cheque will be passed on.

Please note that any overpayment of fees or refunds due up to £10 will be carried forward to the next half term's fees. If the amount overpaid or to be refunded is over £10 or this is your child's last term with St John's Sunshine then a full refund will be made.

EMERGENCY CONTACT DETAILS

It is the responsibility of the parent to ensure that all emergency contact details are kept up to date. If you change your telephone number or address please ensure that St John's Sunshine has the new number.

Parent /Guardian Signature	Print Name	Date



TERMS AND CONDITIONS PARENTS COPY

PLEASE RETAIN FOR YOUR REFERENCE

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