STICKY FINGERS PRE-SCHOOL

13 - Leaving policy

Statement of Intent

This policy covers the procedures to be followed if a child is to leave the pre-school.

Notification of leaving the Pre-School must be made in writing giving 4 weeks' notice from the date when the child is to leave the pre-school.

Failure to do so will incur additional charges (unless it is at the end of the Summer Term when the child is due to start Primary School)

Children in Receipt of Early Years Entitlement Funding

For those children in receipt of Early Years Entitlement (EYE) funding, notification must be made in writing and any fees accrued as a result of additional day's attendance, at the pre-school, over the grant allocation, must be paid in full at the time of leaving. If they are not paid in full the recovery of fees procedure will be invoked as stated in the Fees Policy.

Early Years Entitlement Funding will only cover a notice period of 4 weeks therefore fees due will be calculated up to 4 weeks from notification of leaving.

In addition, in order to be able to claim the EYE funding, a forwarding address must be provided for those moving out of the area so that the parent declaration form for the funding can be forwarded to be signed and then returned to the pre-school.

Fee paying children

As per the Fee Policy all sessions should be paid for in advance. Outstanding fees must be settled at the time of leaving. If they are not paid in full, the Recovery of Fees procedure will be invoked as stated in the Fees Policy.

Notification of leaving must be received in writing and fees will be required to be paid up to 4 weeks from notification of the child leaving.

This policy was adopted by	Sticky Fingers Pre-School
On	6th October 2020
Date to be reviewed	5th October 2021
Signed by Chairperson	
Name of Chairperson	Jennifer Hogg
Signed by Secretary	
Name of Secretary	Camilla Greenwood