

Charging Policy



Please respect our charging policy, as the fees charged for the Preschool care reflect the safe and stimulating environment the setting provides for children.

They also ensure the continued high standards and sustainability of the Preschool.

Booked Sessions

Wroughton Preschool provides sessional day care (Monday to Friday) with a morning session (09:00 – 12:00) and afternoon session (12:00 – 15:00). Sessions can be booked through the administrator and will be charged accordingly.

Sessions are requested by filling out the enrolment form and confirmed as booked by letter from the Preschool when a space becomes available.

Session charges currently stand at £11.70 for 3's and over and £12 for 2's. Fees will be reviewed at the Committees discretion and parents will be informed at least 1 term in advance of any changes to fees.

Funded Early Learning and Free entitlement grant funded sessions provided

Government free entitlement grant funding enables us to provide your child with 15 hours of free childcare per week over 38 weeks in five 3hr sessions. 570 hours can be claimed in the year from the funding block (term) after your child turns 3. Sessions (hours) booked over the 570 hours will be charged for. From September 2017, 30 hours of free childcare per week over 38 weeks (1140 hours) is available for 3 and 4 year olds if the family is eligible.

To claim the grant funding for your child, you must sign a declaration stating the number of hours for which you are claiming grant funding. Proof of the child's identity and home address will also be required. You can claim grant funding the term after your child turns three years old.

Illness or Holidays

There will be no refund for sessions missed due to illness or holidays. The fees charged keep your child's space available should you take your child out of session for holidays or if your child is ill. Please ring the Preschool if your child is ill and inform the Preschool as soon as possible if you are taking your child out for a holiday. You will be required to complete an absence form.

Payment of Fees

Fees are reviewed at the Committees discretion and Parents will be informed 1 term in advance of any fee changes.

Fees are due by the first week of term and as such are non-refundable due to overheads. Invoices are issued 2 weeks before the end of term and a payment date of 14 days from the invoice date is required. Preschool cannot refund any sessions missed due to illness, family holidays or for emergency closures.

Fees can be paid by cash, childcare vouchers, cheque or BACS.

A reminder will be issued on the day the fees become overdue, followed by a final demand (if fees have still not been paid within 7 days), whereby your child will not be able to attend session (that are paid for) until the outstanding amount is paid. No further debt will be allowed to build up. In exceptional circumstances, Preschool has the right to deny the child access to the Free Entitlement until the debt has been cleared.

If there is an issue with the payment of fees please contact the Administrator and we will do our very best to come to an agreement regarding payment. Confidentiality will be assured.

Late collection penalty charge

Preschool sessions finish at 12:00 for morning and 15:00 for afternoon. If you are late collecting your child a penalty charge of £20 will be applied at the Committees discretion. Preschool allows 10 minutes from end of sessions for parents to arrive and collect their child. Anyone arriving after the 10 minutes from end of session will be issued up to 2 written warnings, after this, if late collection continues, you will be charged £20 each time you are late. If there is an emergency, you must contact the Preschool as soon as possible so we are aware of the situation.

Notice Periods

Increasing or Swapping sessions

Should you wish to increase or swap your child's sessions we require one terms notice, in writing (email is acceptable). This allows staffing to be adjusted accordingly to ensure that statutory requirements are met. In exceptional circumstances, we will try to accommodate any extra or changes in session attendance.

Authorisation & Review

This policy was adopted at a meeting of Wroughton Preschool

Held on

Date to be reviewed

Signed on behalf of the management
committee

Name of signatory

Role of signatory (e.g. chair/owner)

Wroughton Preschool

Yearly at AGM

Chairperson