

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 email from the Preschool when a space becomes available.

Sessions are £15.50 for 3s and over and £15.50 for 2s. 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, subject to session availability. 570 hours can be claimed in a complete school year, starting from the term after your child turns 3. Sessions (hours) booked over the 570 hours will be charged for. For working families, 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. Funding is now available for working parents of 2-year-olds. Please refer to <https://www.childcarechoices.gov.uk> for more information.

To claim the early years funding for your child, you must sign a Parental Declaration Form, stating the number of hours you wish us to claim for. Proof of the child's identity and home address will also be required. We can claim early years funding on your behalf the term (1st September, 1st January or 1st April) 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 end of the second week of term and are non-refundable due to overheads. Invoices are issued 1 week before the end of the previous term and a payment is required by the end of the second week of term. Preschool cannot refund any sessions missed due to illness or family holidays.

It is preferred that fees are paid direct into our account (BACS). Childcare vouchers are acceptable. If this is not possible, a cheque or cash can be used.

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 sessions (that have not been paid for) until the outstanding amount is paid. No further debt will be allowed to build up and the debt cannot be carried forward to the next term. If there is an issue with the payment of fees, please contact the Administration Supervisor who will do their very best to come to an agreement regarding payment. Confidentiality will be assured.

Late collection penalty charge

Preschool sessions finish at 12:00 for mornings and 15:00 for afternoons. If you are late collecting your child a penalty charge of £10 will be applied at the Committee's discretion. Preschool allows 15 minutes at the end of sessions for parents to arrive and collect their child. Anyone arriving after these 15 minutes will be issued up to 2 written warnings. If late collection continues, you will be charged £10 each time you are late. If there is an emergency, you must contact the Preschool (01793 798000) as soon as possible so we are aware of the situation.

Notice Periods

Increasing or Changing sessions

Please give 4 weeks' notice if you wish to reduce or cancel your child's sessions. Should you wish to increase the number of sessions your child attends or change the days they attend, please contact the administrator who will advise when and if this is possible. If sessions are not available, your child will be added to a waiting list.

Authorisation & Review

This policy was adopted at a meeting of Wroughton Preschool

Held on _____

Date to be reviewed

Yearly at AGM

Signed on behalf of the management
committee _____

Name of signatory

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

Chairperson
