



Funding, Fees & Admissions Policy

Sessions available

	Non-Funded	Funded hours	Non-funded	Non-funded
Monday	8.30 to 9.00am	9.00 am to 3.00pm	3.00 to 3.30pm	3.00 to 4.00pm
Tuesday	8.30 to 9.00am	9.00 am to 3.00pm	3.00 to 3.30pm	3.00 to 4.00pm
Wednesday	8.30 to 9.00am	9.00 am to 3.00pm	3.00 to 3.30pm	3.00 to 4.00pm
Thursday	8.30 to 9.00am	9.00 am to 3.00pm	3.00 to 3.30pm	3.00 to 4.00pm
Friday	8.30 to 9.00am	9.00 am to 3.00pm	3.00 to 3.30pm	3.00 to 4.00pm
Fee	£5	£40 full day/£20 half day * If paying*	£5	£10

Admissions- We operate a first come first served admission policy. If no place is available, you will be added to our waiting list. Children will be admitted in this order:

- Children looked after by the local authority
- Children accessing 2 year old funded childcare (disadvantaged criteria)
- Children in receipt of EYPP

Current Price list as from September 2024

(an increase may occur at the start of each school year):

2-3-4yr olds all one price - £20 per half day (Morning session/Afternoon session)

Full day- 9-3pm- £40

Extra time – 8.30-9am is £5.00 3.00-3.30pm is £5.00 or 3pm–4pm is £10.00

If you would like to book an extra session at short notice, please let us know as soon as possible and we will try our best to accommodate. We can only take up to 14 children at the setting for health and safety reasons.

Children aged 3 and 4 years old are entitled to 15 hours of funded pre-school education for 38 weeks a year. This is effective the first term after their 3rd birthday: September, January or April. When the parents of 3- or 4-year-olds choose Welbourn wonderbugs preschool, we will apply for the funding on their behalf. 30 hours of pre-school funding may be available. Parents can check if they qualify by using the Childcare Choices website (www.childcarechoices.gov.uk). If eligible for 2-year-old funding,

we will apply for the funds on their behalf. 2-year-olds who are not eligible for funding must pay a fee.

Top up fees – If you would like to pay for any additional sessions beyond your child's eligible funded hours a fee will apply for any extra hours above your eligible funded hours.

Late fees procedure – For your child to keep her/his place at the setting you must pay the fees, or we must receive nursery education funding for your child. The fees are payable each half-term in advance, an invoice will be sent within the second week of the term with 2 weeks to pay.

If these are not paid by the date stated on the invoice a reminder will be sent. If after 5 days, we have had no response (ie to discuss a payment plan) we reserve the right to withdraw your child's place at preschool and offer it to a child on the waiting list.

Fees must still be paid if; Children are absent without notice for a short period of time. If your child will be absent over a long period of time, please talk to the manager, the committee chair, or the treasurer. Fees must be paid when taking your child on holiday as this holds your child's place at preschool.

A late collection fee of £5 will be charged at the managers' discretion due to staff and ratios. Please call us as soon as possible to make us aware if you are running late.

Ways to pay - Parents can pay via bank transfer. If parents/carers have any difficulty paying their fees or would benefit from a payment plan please inform preschool straight away. We are always happy to discuss alternative payment plans in circumstances of genuine financial difficulty.

Notice - Due to the funding calendar **a minimum of a half term written notice** (approx. 6weeks) must be given if families intend to remove a child from preschool or reduce their numbers of hours. - (however managers discretion will prevail) Our staffing levels are determined by the number of children attending the preschool. When notice is not given, fees in lieu of notice must still be paid.

This policy was adopted on;

Date April 2025

Signed T.Kerr (manager)