

REGISTRATION

A Registration Form must be completed in full with the exact sessions requested and correct funding identified. Once these have been received you will receive a letter of confirmation regarding your child's enrolment. The first month's fees will apply from the confirmed start date.

DEPOSIT

A deposit of £100 is payable on registration to secure a place for your child. This deposit will be deducted from the first month's invoice. If the child does not subsequently take up the place the deposit will be forfeited.

INVOICES

Monthly invoices will be emailed to the preferred email account provided on registration by 15th of the month. Fees are required to be paid monthly in advance by 1st of each month by either using approved childcare vouchers (where applicable) or by paying onto our online portal.

Fees still outstanding past this date will be charged interest at 5% of the outstanding balance. Please be aware that, as childcare vouchers take 3-4 working days to reach our account, we advise childcare voucher payments to be made by 25th of the month to avoid any penalty charges being incurred.

Extra sessions will be charged monthly in arrears to your account and normal payment conditions apply.

Your invoice/statement will be sent via email. Where email does not exist a paper invoice will be generated and sent to you.

SCHEDULING CARE AND CHANGES

The nursery is open Monday – Friday in line with the academic year of 39 weeks, excluding Bank and Public holidays. Fees are payable on these days and also for any absences. Unfortunately we are unable to offer any days in lieu of absences or public holidays.

Parents will schedule required days and sessions at the time of registration. Please discuss any changes of care requirements with the Pre School administration team. Permanent changes to scheduled days may require one month's notice and may be subject to waiting list status. Additional days to scheduled days will be invoiced separately. We are unable to swap days.

FUNDING

FUNDING FOR TWO YEAR OLD CHILDREN.

Wellow School is also approved to give 2 year grant funding education, currently up to 15 hours a week. This is 'means' tested and will require a unique reference number before you start.

FUNDING FOR THREE AND FOUR YEAR-OLDS.

Wellow Pre-School can offer parents 15 or 30 hours of flexible term time grant funding (depending on eligibility) for the education of children beginning the **term after their third birthday**.

Wellow School reserves the right to review the fees at their discretion, however in the event of any change to fees, a minimum of one term's notice will be given in writing.

Session Fees for 3-4 year olds

Session Times	Hours	Charged sessions	Food included	Consumables charge applies if using funded hours to pay for sessions
Morning 9am – 1pm	4	£25	Mid-morning snack Hot lunch	£5
Afternoon 12.30 pm – 4pm	3.5	£23	Mid –afternoon snack	£2
Short Day 8.30am – 4pm	7.5	£43	Mid-morning snack Hot lunch Mid –afternoon snack	£7
Medium Day 8am – 5pm	9	£50	Breakfast Mid-morning snack Hot lunch Mid –afternoon snack	£9
Long Day 8am – 6pm	10	£54	Breakfast Mid-morning snack Hot lunch Mid –afternoon snack Tea	£10

A consumables package applies to each session for 3 and 4 year olds who are in receipt of funded hours.

Session Fees for 2 year olds

Session Times	Hours	Charged sessions	Food included
Morning 9am – 1pm	4	£30	Mid-morning snack Hot lunch
Afternoon 12.30 pm – 4pm	3.5	£27	Mid –afternoon snack
Short Day 8.30am – 4pm	7.5	£45	Mid-morning snack Hot lunch Mid –afternoon snack
Medium Day 8am – 5pm	9	£52	Breakfast Mid-morning snack Hot lunch Mid –afternoon snack
Long Day 8am – 6pm	10	£55	Breakfast Mid-morning snack Hot lunch Mid –afternoon snack Tea



Additional hours may only be taken in one hour increments at the start or end of a session, and if not funded they will be charged at £7 per hour.

Extra hours which form part of funded sessions where the funding hours are exceeded will be charged on a pro rata basis for the sessions incurring the additional charge