



Pre-School and Kids Club Charging Policy 2023 - 2024

Woodford Pre-School offers a range of flexible childcare options. The Pre-School operates term time only from 8.45am until 3:15pm Monday to Friday.

Our Kids Club operates in the school hall from 7:30am- 8.45am and 3:15pm- 5.30pm Monday-Friday.

Before School Kids Club	7:30am - 8:45am
Pre-School Core Day	8.45am – 3.15pm
After School Kids Club	3:15pm - 5:30pm

We offer universal 15-hour entitlement places and the extended 30-hour entitlement places for eligible parents. Please note that parents purchasing any hours above the universal or extended entitlement do so at a **cost of £6 per hour**. All sessions must be paid for in advance.

Payments

All payments will be made by either the school online system, MyChildAtSchool or by Childcare Vouchers. Please use your child's full name as the reference. Half-term balances must be cleared by 4pm on the penultimate Friday (the second to last Friday), of each half-term.

In-Year Changes

Any in-year changes to booking requests must be made in writing by email to the School Office, by 4pm on the penultimate Friday (the second to last Friday), of each half-term. This allows time for amendments to patterns and charges to be made, before the start of the new half-term. Reminders of the dates can be found in the Weekly Newsletter. Changes will come into effect on the first day of the following half-term.

Refunds

We do not offer refunds/credits for missed sessions not used due to e.g., sickness or family.

Fees are reviewed annually and may be subject to change to keep the organisation's income and expenditure in balance.

Snacks and Meals

At lunchtime we can provide a hot meal for your child and this is currently charged at £2.48 per day. This will be paid via the school online system. Parents/carers are able to provide a healthy packed lunch as an alternative to the school meal.

Children will be provided with fruit and milk daily, as part of the free government schemes for schools.

Late Collection Charge

Please note that if you are late collecting your child, you will be charged at a rate of £5 per 5 minutes.