

## **Pre-School and Kids Club Charging Policy 2024 - 2025**

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 to the school online system 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**

No refunds or credits can be given for sessions booked but not used. We do not offer refunds for missed sessions due to e.g., sickness or family holidays.

### **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.

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 (subject to change from September). 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.