

Wind in the Willows Preschool – Policies

Fees Policy

Fees

We recommend a minimum of 2 sessions per week to enable the child to settle.

Fees as of April 2024

Option	Times	Prices
Full Day	7.15am – 6pm	£58
Preschool Day	8.30am – 4pm	£45
Half Day (unfunded)	8am – 1pm Or 1pm – 6pm	£30
Additional Hourly Rate		£6.60
Full Week	7.15am – 6pm Monday – Friday	£265.00
Full Pre School Week	8.30-4pm Monday – Friday	£210.00
Lunches		
Under 2's	-	£2.50
2 Years+	-	£3.50

Our fees are reviewed every 12 months in line with the academic year. Regrettably due to rising costs it is possible fees may be reviewed more often due to concerns with sustainability.

Our fees are in line with local competitors and the National Living Wage and increasing business rates.

Your invoice will include a £10 monthly snack and baby wipes donation.

We do not charge for bank holidays.

A sibling discount of 5% is offered to the second and subsequent siblings of one full fee paying child.

Deposit:

On registration a fee of £35 is to be paid (this registration fee is non-refundable).

On a place being offered, you will be required to pay a deposit of £65 (non-refundable).

DEPOSIT PAYMENTS ARE USED TO SUPPORT ONGOING CHARGES FOR CONSUMABLES;

Consumables include;

- *Snacks*
- *Wipes*
- *Calpol / Nurofen*
- *Suncream*
- *Paint / playdough / shaving foam etc*
- *Sand / soil / straw etc*
- *Cleaning fluids / hand gels / hand stations*
- *PPE such as gloves / aprons etc*
- *Paper / Pens / Crayons etc*

This list is not exhaustive

Fully government funded children (15 hours only) are offered a place without payment of deposit. Those children who access more than 15 hours are still eligible to pay the registration fee and deposit at management discretion. If you require any help with funding please visit www.childcarechoices.gov.uk.

Payment of Fees:

Invoices are issued monthly through Quickbooks and will be sent via email. All fees are to be paid when invoices are issued or by the end of the month. This is to support parents and to avoid any possible financial difficulties.

Fees are charged for the reservation of a place in the nursery for all children and therefore no reduction of fees will be given for any absence or sickness unless long term and this will be at the management discretion.

Funding:

Parents of children eligible for all NEG funding must fill out the appropriate paperwork and provide proof of address (Utility Bill) and birth certificate at time of enrolment.

For children in receipt of Government funding – the funding falls short for 5 days each year and therefore we will close to funding one week negotiable per year. Funded children may either not attend on these 5 days or attend and pay accordingly.

Childcare Voucher Schemes;

We are affiliated with many schemes, and we support parents with their preferred choice and therefore accept payments accordingly.

Late Payments:

If you do not pay your Invoice within the time framework provided on your monthly Invoice a charge of £15.00 will be added to your bill.

If your payment falls behind by more than two weeks a payment plan will be discussed with the owner/ directors. We do not wish for children to be removed and will do what we can to support parents that may find themselves in financial difficulty as for a child to lose their place is our last resolution which we hope to avoid in all ways possible.

How to Pay:

Payment may be made in cash or by cheque (made payable to Wind in the Willows Portsmouth Ltd) and you will be provided with a receipt of payment. Standing order and Direct Debit forms are available on request. All cash payments should be handed over to a lead staff member of the session and you will receive a receipt. Our bank details are as follows;

Wind in the Willows Portsmouth Ltd

Account number 98105529

Sort Code; 09-01-28

Notice in Writing:

If you decide to withdraw your child from the Preschool, then we would require four weeks' notice in writing. Failure to do so, will result in you being charged a full month's fees. All details are held on file in line with GDPR.

Outstanding Fees

Please refer to our Debt policy.

Revised April
2024

To Review
April 2025

Signed Karen Potter
(Owner/Director)

Signed Karen Cooper
(Owner/Director)

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