

Waterwells Primary Pre-School

Fees, Terms and Conditions 2025–2026

1. Pre-school Places

- We offer both government-funded and self-funded Pre-school places for children aged 3 and 4, subject to availability.
- Funded places are allocated according to local authority and national eligibility criteria.
- Any changes to your child's Pre-school place (increase/ reduction – permitting availability, or withdrawal) require one full calendar month's written notice.

2. Session Times and Charges

- Funded full-day places run from **8:30am to 2:30pm**, inclusive of lunchtime.
- Additional optional hours of 2.30pm to 3pm are available and charged at **£3.50** per day.

Please note: Families may order a school hot dinner via MCAS at an additional cost of £2.68 per day, or provide a packed lunch from home. All packed lunches must meet the school lunch policy, as we are a nut free environment.

3. Attendance and Absences

- Regular attendance supports continuity and development.
- All booked sessions are payable, including absences due to illness, holiday or personal circumstances.
- Fees for missed sessions are **non-refundable**.
- Please notify the Pre-school of any absence as early as possible.

4. Payments

- The total cost for self-funded sessions across the academic year will be **spread over 10 monthly instalments (September–June)**.
- **Payment is due by the 5th of each month**, unless stated otherwise on your invoice.
- Invoices are issued monthly in advance on the first working day.
- Payments should be made via MCAS.
- Failure to pay may result in suspension or loss of your child's Pre-school place. The setting reserves the right to seek legal recovery of unpaid fees.

5. Collection and Safeguarding

- Children must be collected promptly at the end of each session.
- Only authorised individuals listed on your child's records may collect them. Please update us in writing if there are changes.
- Repeated late collections will incur additional charges of £3.00 per 15 minutes late and trigger a review of your child's placement.

6. Health and Wellbeing

- Children who are unwell should not attend Pre-school.
- If your child becomes unwell during a session, we will contact you to collect them.

7. Enrichment and Events

- Some enrichment activities may carry an additional cost, communicated in advance.
- Participation is optional. Please inform staff if you wish to opt out.

8. Parental Communication

- We value strong partnerships with families and regularly share updates through newsletters, events, and digital platforms.
- Feedback is always welcome and contributes to ongoing improvement.

9. Personal Information

- It is your responsibility to keep the Pre-school informed of any updates to contact details, medical information, or authorised collectors.
- Data is stored securely in accordance with GDPR and relevant policy.

10. Voluntary Contribution (payable on MCAS)

Families are invited to make weekly voluntary contributions towards snack of:

£1 per week (15 hours funded)

£2 per week (30 hours funded)

Contributions are optional and no child will be excluded from activities based on donation status. Snack will be available during each am/pm session.

- We may also ask for voluntary donations for special activities.

We appreciate any support you can offer.

11. Agreement

By signing below, I confirm that I have read and understood the above terms and conditions, and agree to abide by them.

Child's name:

Parent Name:

Signed:

Date: