



OPENING HOURS AND FEE INFORMATION

Wyvern Childcare is open Monday – Friday 07.45am - 6.00pm, 51 weeks a year, offering full day care or half day sessions. A minimum of two sessions across two days per week is advised to help a child with settling into the Wyvern Childcare routine and environment.

Breakfast, mid-morning and mid-afternoon snacks, a cooked lunch and a high tea are inclusive with regard to the session time booked. **Please note breakfast is only available up until 8.30am.**

Leopards Room is our term time pre-school which is open 9.00-3.00pm. Children can attend for the full day session or we can offer morning sessions (9am-12pm) or afternoon sessions (12pm-3pm). If your child will be at pre-school during the lunchtime period, please supply them with a packed lunch (a hot meal is available upon request see below for charges). A mid-morning snack will also be offered.

Fees

Children ages 3 months to 3 years:

Full day	07.45-6.00pm	£62.75	£61.75 for full time space
Morning session	07.45-12.45	£40.95	
Afternoon session	1.00-6.00pm	£39.85	
Food package	Charged per funded hour	£ 1.00	

Children aged 3 to 5 years:

Full day	07.45-6.00pm	£61.10	£60.25 for full time space
Morning session	07.45-12.45	£40.20	
Afternoon session	1.00-6.00pm	£39.10	
Food package	Charged per funded hour	£ 1.00	

Leopard Room – term time pre-school

Full day	9.00am-3.00pm	£42.40	Hot lunch £3.50 (optional)
Morning session	9.00am-12.00pm	£21.20	
Afternoon session	12.00pm-3.00pm	£21.20	Hot lunch £3.50 (optional)

Government funded:

Children are eligible for funded sessions from age 9 months if they meet the eligibility criteria. Wyvern Childcare (Cubs room, Tigers room and Lions room) we offer stretched funding, this means the funding will be stretched over the 51 weeks we are open, more detailed information about funding is available upon request.

In our pre-school (Leopards room) our term time only room we offer standard funding (38 weeks). More detailed information about funding is available upon request.

Government funding does not cover the cost of food; therefore, food will be charged at £1 per hour during their funded hours.



There is a 10% sibling reduction for families with two or more children attending the same number of sessions (this discount is applied to the older child's fees). Any additional sessions are paid for in full.

Late collection fee:- If you collect your child after the end of your agreed session, you will be charged a late collect fee of £5 per 5 minutes, or part of, that you are late.

There is no charge for bank holidays and over the Christmas period when Wyvern Childcare is closed. Absences throughout the rest of the year will be chargeable.

Children with a long-term absence may qualify from a fee reduction / retainer under the discretion of the Childcare Operations Manager. Examples of this may be hospital treatment, parental redundancy.

Monthly invoice fees are issued via the Family app in arrears usually by the 5th of the next month, payable by 14 days from the invoice issue date but no later than 20th of the following month, a 10% late fee will apply.

Wyvern College staff will receive a 10% staff discount from their daily fees. (Not for Government funded sessions).

Registration

If you would like to register your child at Wyvern Childcare, please complete the admission form and return to our Childcare Operations Manager who will then contact you to advise whether a space is available for the sessions you require.

Parents/carers will be required to pay, per child a £50 registration fee and a £50 deposit to secure the space once one has been confirmed. If your child is eligible for funding and will only be attending funded hours the registration fee will be returnable. The deposit is returned on the last invoice you receive when your child has left the setting. If a parent cancels a space before their child starts, the deposit is then deemed non-returnable if the space has been held for longer than 4 weeks.

Payment to be made via bank transfer our details are:

Acc name: Wyvern Academy Trust

Acc no: 29500060

Sort code: 30 92 94

Please put *NURSERY/SURNAME* as a reference

Parents/carers will be requested to attend a 'settling in visit' (free of charge) with their child/ren prior to them starting at Wyvern Childcare, to assist in the comfort and enjoyable introduction to a new experience within their child's life. An additional settling in visit (free of charge) is also advised, where the child/ren will attend Wyvern Childcare for a short space of time without a parent or carer to help with a smoother transition into the first full session.