



## OPENING HOURS AND FEE INFORMATION

**Wyvern Pre-School (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

#### 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)
<b>Government funded:</b>			
<p>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.</p> <p>Government funding does not cover the cost of food. All children are required to bring a packed lunch or a hot meal can be provided on request at a daily charge of £3.50.</p>			

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. 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 5<sup>th</sup> of the next month, payable by 14 days from the invoice issue date but no later than 20<sup>th</sup> 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 Pre-School, 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 £30 registration fee 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.

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 Pre-School, 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 Pre-School for a short space of time without a parent or carer to help with a smoother transition into the first full session.