



10.11 Fee Policy

Reserving a place at Woodlands

Places at woodlands can be reserved by completing a registration form and making a £30 refundable deposit. Once you have been offered a place at the pre-school, you will be required to sign a contract medical and admissions forms, you will be given a yearly invoice that states your monthly payments for the childcare you require.

Deposits are refunded once your child starts the pre-school and can either be return to you or taken off your monthly payments.

Invoices

Our invoices are worked our on a term time basis only, if you require additional childcare you will be invoiced separately for this. (please see Holiday Club section) You are expected to pay your fees (monthly childcare payments) on the 25th of every month starting September – July, if your child becomes funded part way through the academic year your childcare costs will be worked out up to this date equally if your child starts part way through the academic year your childcare costs will be worked out from the date your child started with us.

If your childcare requirements change Woodlands requests that you give them 4 weeks' notice in writing so that your monthly childcare payment can be amended to include this change.

All fees are due, and payable, one full month in advance by standing order, cash, and cheque and or childcare vouchers scheme.

Our fees are calculated using the following formula:

amount of sessions week X 38 (weeks in an academic year) ÷ 11(months)

Holiday Club

Woodlands offers a holiday club for children aged 2-11 years old 8am – 6pm. There are set sessions 9-12pm 12pm -3pm charged at a set holiday club rate, any childcare before 9am or after 3pm will be charged at Woodlands hourly rate.

Non-attendance, sickness & Holidays

Woodlands Preschool is open 51 weeks and is closed for the Christmas period and Bank holidays.

Fees are payable during periods of sickness and family holiday,s, you are paying for your child place and not their attendance.

As per the contract, payments must be made in full by the 25th of each month, any late payments or total failure to pay will incur a fine of £20. Please see our Late Payment policy for more details.

Your childcare payment DO NOT include bank holidays.