



Wye Under Fives Pre-School

The Small Village Hall, Bridge Street,
Wye, Ashford, Kent. TN25 5EA
Registered Charity No. 292176
www.wyeunderfives.co.uk



INFORMATION SCHEDULE

WEBSITE

We have a website www.wyeunderfives.co.uk, it has lots of useful information on it, so please check regularly for updates.

TERM DATES

We are a **Term Time Only** setting, our term dates are available on a separate schedule and are listed on the website.

SESSION TIMES

Morning Session:- 08:45am – 11:45am **Afternoon Session :- 12:15pm – 3:15pm**

Children should be over 3 ideally to attend a full day and a packed lunch must be provided by you. Where a lunch session is added on to a singular session, this is totally discretionary.

SESSION ALLOCATION

Always a difficult area as when oversubscribed we have to try and balance the number of sessions with the overall number of children who can attend Wye Under Fives.

Children under the KCC funding age will be allocated 2, 3 or 4 sessions depending on their age. (Unless eligible for Free for 2 funding when more sessions may be offered). Once children are of KCC funding age we aim to allocate 4 or 5 sessions as soon as possible, however, if all our sessions are full we can only make changes during the year when a child leaves, so you may have to wait until the following school year for your child's sessions to significantly change.

If demand/numbers permit we are offering a 6th session to the oldest children sometime within their last year with us before starting school. This would incur a session fee as it is over the 15 hours free KCC funding. You will be asked for this information on your session request form.

SESSION CHANGES

Once sessions have been allocated for the school year it is difficult to make changes. If you do need to make changes to your child's sessions please let **Lindsay Storer** or the **Nursery Manager** know in writing and we will see what can be done. There may be someone waiting for a change that can swap, however this is by no means guaranteed.

UNIFORM

We sell sweatshirts @ £10.00, polo shirts @ £8.00 and t-shirts @ £6.00 with the Wye Under Fives logo. These are not compulsory but are desirable. Please see the link on our website to order online.

COMMITTEE

Wye Under Fives Pre-school is a charity, run by our volunteer committee. The committee consists of a Chair, Vice-Chair, Secretary, Treasurer and Parent Representatives. The committee are responsible for the charity governance and also organising fund raising events. We would always welcome new committee members, whether you can only help with the fundraising or wish to become a full member, it's a great way to get involved in supporting your child's pre-school.

Please let the Nursery Manager or Lindsay Storer know if you are interested and would like to speak to the Chair for more details.

CONTACT DETAILS

Wye Under Fives – The small village Hall

Telephone:- **01233 812235** – Please call to report absences (sickness or holiday)

Nursery Manager

Telephone:- **01233 812235** - Available Monday to Friday term time until 03:30 pm.

Lindsay Storer - Administrator

Email:- **office@wyeunderfives.co.uk**

Telephone:- **07809 873568** and leave a message. Available Tuesday and Thursday mornings term time only.

(Lindsay is not based at the setting in The Small Village Hall, email is the best form of communication.)

Liz Callaghan – Chair.

Contact details available on request.

REGISTRATION NUMBERS FOR WYE UNDER FIVES PRE-SCHOOL

Ofsted number:- 960662 Kent County Council URN :- 511437



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FEES STRUCTURE

At our Pre-School we believe in open communication with all parents/carer and staff. We are therefore presenting this Fees Structure in order to ensure that everyone fully understands our charges. Our fee structure is fully inclusive of all drinks and snacks. We are open for **38 weeks** per year, closing on Bank Holidays. Our fees **do not** include any outings, celebrations or entertainment that is in addition to our usual session activities.

FEES

Fees are payable **termly in advance**, in accordance with the rates in force at the time. Fees are reviewed annually, in January of each year, or in the event of any changes to the Code of Practice. Any changes to current rates will be advised in writing, at least one term in advance.

Full Day	£27.90
Morning Session	£12.45
Afternoon Session	£12.45
Lunch Session	£3.00

ILLNESS/ABSENCE

No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

CLOSURES

Should the Pre-School be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session or have it discounted from their next invoice. Should closure need to take place part way through a session, a refund will not be given in this instance.

LATE PICK UP

Children **MUST** be collected **PROMPTLY** at the end of a session/day. Should a parent fail to collect their child within 10 minutes of the session/day end, a late collection fee of **£5.00** may be charged and a further **£15.00** per half hour thereafter.

LATE PAYMENTS

Fees are to be paid within **2 weeks of the invoice date**. If you are experiencing financial difficulties, please speak, in confidence, to the Manager Glenda Hughes or Jackie Kingsley, so that alternative payment arrangements can be made. If without negotiation, fees are not settled within 30 days of the invoice date, we are left with no alternative but to levy a charge of **£25.00** which will be invoiced to you.

PAYMENT METHODS

Invoices can be settled by Direct Transfer (preferred method please), Childcare Vouchers or cheques made payable to Wye Under Fives. If the only option you have is to pay by cash, we will accept this, but prefer to use other methods, as they are far more secure way to pay.

LEAVING NOTICE PERIOD

If you wish to withdraw your child from Wye Under Fives prior to them leaving to start primary school, then we require two weeks' notice in writing to either the Nursery Manager or Lindsay Storer. Any child leaving without giving notice may be charged two weeks fees in lieu of notice. (Not including KCC funded hours).

EARLY YEARS FUNDING

Kent County Council will fund your child's attendance from the lead term following their third birthday i.e. term **1**, **3** or **5**. There are specific cut-off dates which exclude school holidays, as per the table shown below.

Child Born Between:	When KCC Funding Commences
1 April - 31 August (inclusive)	The start of term 1 following their third birthday (after summer holidays) until statutory school age. (AUTUMN TERM)
1 September - 31st December (inclusive)	The start of term 3 following their third birthday (after Christmas/New Year holiday) until statutory school age. (SPRING TERM)
1 January - 31st March (inclusive)	The start of term 5 following their third birthday (after April holiday) until statutory school age. (SUMMER TERM)

A total of 38 weeks (190 days), 15 hours per week free early education sessions for your child will be paid during each pair of terms (i.e. Terms 1&2, Terms 3&4, Terms 5&6). If more than the maximum 15 hours per week is claimed the entitlement will be paid proportionally to each provision and you must pay the excess. If your child attends for longer than their free entitlement; for more than 5 sessions per week; or for a period which includes lunch time you will be expected to pay for the extra childcare.

Both our sessions are 3 hours long. However, if your child does not attend for the full 15 hours/5 sessions any lunch time they stay can be included within the free early education funded hours.

The **PARENTAL DECLARATION** is a form that will be sent to you prior to the beginning of each lead term and is required to be completed, signed and returned by parents/carers in order for KCC funding to be obtained. It is therefore **essential** that this form is **returned when requested**, otherwise this may jeopardise your funding. ***Once the Head Count claim has been submitted to the KCC, the amount of funding claimed for cannot be altered until the next lead term – it is therefore imperative that the information on the Parental Declaration is correct.***

FF2 (FREE FOR 2) FUNDING FOR CHILDREN OF 2 YEARS OF AGE

You may be eligible to apply for FF2 Funding

Kent have a **Free for 2** funding scheme for children when in Pre-School education. In summary, this allows parents who are in receipt of certain benefits to be able to claim up to 15 hours Free Pre-School Education from the Term after a child's 2nd birthday. (Everyone qualifies for 15 hours free Pre-School education from the Lead Term after a child's 3rd birthday).

The youngest we accept children is 2 so if you qualified for this scheme you will not have any Pre-School fees to pay.

The benefits/credits applicable are:-

Income Support (IS)

Income based Jobseekers Allowance (IBJSA)

Employment Support Allowance (Income related) (ESA(IR))

Child Tax Credit and/or Working Tax Credit and have an annual income of £16,190 or less in the previous tax year.

If you feel you may qualify, please contact **Lindsay Storer** via email with your details at office@wyeunderfives.co.uk or call 07809 873568 and leave a message and she will discuss applying for the FF2 Funding for you.



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ACCEPTANCE OF THE FEE STRUCTURE

I/We _____ (Print Name/s)

Parent/Carer of _____ have read and understood the Wye Under Fives Fee Structure and confirm that I/we agree to the terms set out therein.

Signed _____ Date _____