

# Registration and Charging Policy

## Registration

A registration form must be completed and a fee of £30 must be paid to secure each child's place at the kindergarten, or if a place is not currently available, a place on our waiting list. The fee covers administrative costs as well as demonstrating commitment to using Wildlings Forest Kindergarten.

The enrolment fee will be donated to the Kindergarten's Outdoor Resource Fund, unless you request a refund. In which case, it will be deducted from the invoice after the child has completed a term at Wildlings Kindergarten.

No refund of the enrolment fee will be made should your child not attend the kindergarten. However, if we are unable to offer your child a space and you do not wish to keep them on the waiting list, then this fee will be refunded.

## Allocation of places

Children can start at the setting in the half term after they turn 2.5 years old.

Places are allocated on a first come first served basis, with priority given to children who already currently attend Kindergarten. If the kindergarten is full your child will be added to a waiting list and the kindergarten will inform you by email once a place becomes available. We will try and give you as much notice as possible so we can ensure all the paperwork and settling sessions are completed before the start date.

## Charging

### **£40 per 6 hour session 9am-3pm**

Because of how the government funding for 30 hours childcare we receive is differentiated by ages this affects the difference in Outdoor Resource Fund (described in government funded hours section below) amounts stated below.

The fee for children aged under 3 years is £40 per day. This includes a daily Outdoor Resource Fund payment of £8.44.

The fee for children aged 3 and above is £40 per day. This includes a daily Outdoor Resource Fund payment of £14.68.

Parents/carers will be invoiced by email before the beginning of each half term. Payment should be made by BACS, Wildlings Forest Kindergarten Sort code: 08 92 50, Account number: 6200064. Payment for the term must be made before the child's first session of that term.

If payment is not received by the child's first session of the term, they will not be allowed to attend Wildlings Forest Kindergarten and a reminder email will be sent to the parent /carer. We reserve the right to reallocate the place at the kindergarten to another child if payment is not received within 7 days of a reminder email being sent.

Wildlings Forest Kindergarten requires a half term's written notice of any changes to or termination of agreed hours.

No refund will be given for sessions that your child does not attend due to illness or holidays.

If, in exceptional circumstances, Wildlings Kindergarten needs to close, a refund will be given for the session missed. This will be deducted from the following half term invoice.

### **Government Funded Hours**

The kindergarten is registered with Devon County Council to offer the Early Years Funding (EYF) to 3 and 4 year olds and eligible 2 year olds. We offer the government funded hours to parents who are entitled to it; all children aged 3-4 are eligible for government funding from the term after their third birthday. Funding is available for 38 weeks of the year (during term time) and cannot be used to pay for holiday club care. If you go over your total entitlement of 570 hours, the £40 per day rate will apply for any additional hours/days at the kindergarten.

We offer the full 15 or 30 hours a week and do not place any restrictions on when or how you can use the hours. You can either use all 15 or 30 hours with us or split them across other providers (with a limit of 3 providers at a time and no more than two in one day).

**If you are eligible for 30 hour funding please ensure that you have given us the code as soon as possible. If the 30 hour funding deadline is missed, you will be charged for your child's sessions. Please also remember to reconfirm your eligibility every 3 months otherwise your code will expire.**

To check your funding eligibility, see <https://www.childcarechoices.gov.uk>.

### **Outdoor Resource Fund (funded hours only)**

As per government and Devon County Council guidelines Wildlings Forest Kindergarten charges for additional services that are beyond the standard day-care nursery or preschool provision. This payment is the Outdoor Resource Fund which enables us to provide high quality outdoor education for our children. Primarily the Outdoor Resource Fund enables us to maintain high adult to child ratios necessary in an outdoor environment, provide qualified and experienced Forest School practitioners and pay for a licence to work in a private woodland site.

If you wish to use EYF for your 3+ year old you will be invoiced for £14.68 per day towards the Outdoor Resource Fund. For those eligible for 2 year old EYF you will be invoiced for £8.44 per day.

## **Late Pick up**

Wildlings Forest Kindergarten sessions begin at 9am and end at 3pm. Except in exceptional circumstances, we do not facilitate ad hoc drop off or pick up times due to the disruption that this causes to the children.

Parents /carers must inform Wildlings Forest Kindergarten staff as soon as possible if they are unable to collect their child at the finishing time of 3pm. Kindergarten staff will stay with the child at the pick-up point until the parent /carer arrives. Parents /carers will be invoiced for any additional childcare given under these circumstances at a rate of £5 /15 minutes or part of 15 minutes.