

WARF Preschools
Swallows, Sampford Arundel
Stawley Under Fives



ADMISSIONS AND FEES POLICY

The WARF Pre-schools offer a choice of morning, afternoon and all day sessions to accommodate the local community needs. We ensure that our admissions practice provides for children with special needs. Swallows Pre-school at Sampford Arundel is open Mondays and Tuesdays from 9.00- 3.00. Stawley Under Fives runs on Wednesdays, Thursdays and Fridays from 9.00-3.00. Both run during Somerset term times only. Flexibility of session times is possible and should be discussed with the manager.

Both settings have places from the age of 2.

From September 2025 Sessions and Fees charged are as follows -

Sessions at Stawley Under Fives:

- 9am – 12pm Morning session
- 12pm – 3pm Afternoon session
- 9am – 3pm All day*

Sessions at Swallows, Sampford Arundel:

- 9am- 12pm Morning session
- 12pm – 3pm Afternoon session
- 9am – 3pm All day*

* including packed lunch at 12.00pm to be provided by parent/carer

Fees:

- £6.00 per hour for 3 and 4 year olds
- £7.40 per hour for 2 year olds (until the end of the term in which they turn 3, in line with funding)
- £2 per day that your child attends to contribute towards their healthy snack. Invoiced with fees.*

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*if you prefer not to pay this charge, you can supply your own snacks.

Government Funding

From the age of 3 years (start date is the term after the child's third birthday) all children are eligible for education grants enabling each child to attend preschool for up to 15 hours a week, funded by the local authority.

Two year old funding

Some children are automatically offered 15 hours per week childcare from the term after they turn two. These families are usually contacted by the local authority.

Some children are eligible for 30 hours working families childcare, which parents need to apply for.

Extended Entitlement (30 hours)

Some working parents will be eligible for their child to receive 30 funded hours a week. The 30 hours can be split across the two WARF pre-schools, or with another setting.

Fees Invoices

Our pre-schools are committed to providing a fair and open admission system that offers a competitively priced and good value service.

Electronic fees invoices are emailed to parents once a term. A paper invoice can be provided upon request.

Payment

Fees are payable by the deadline date provided on the invoice (usually two weeks from the invoice date) and The WARF Pre-schools operate a Late Penalty Fee (see below).

All payments are via Parent Pay or the Childcare Voucher Scheme.

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Fees continue to be payable, even if the child does not attend, e.g. for illness or holidays and in the case of emergency closure, for example, due to adverse weather. In cases of prolonged absence parents should consult the Manager about fee payment. Each child's attendance is conditional upon continued payment of any necessary fees. Payment by regular instalments can be arranged, if agreed by the Manager.

The management and governors review fees annually. Any changes to the fees will come into effect at the start of a new term. Parents/carers will be given reasonable notice in writing of any changes. The WARF Pre-schools reserve the right to review fees at any time if so required.

Late Penalty Fee

Failure to pay the full amount of the fees invoice by the deadline date, incurs a £25.00 late fee, issued in writing by the Manager. The late penalty fee in addition to the outstanding invoice must be paid within 5 working days of receipt of the letter. Failure to do this will result in the Manager considering not accepting the child until the full payment has been paid - the decision to be provided in writing by the Manager.

Legal advice will be sought for the recovery of any outstanding fees or charges where appropriate.

Withdrawing from Admission

Parents/carers, who wish to withdraw their child from the Preschool, are requested to give the Manager a ½ term's notice in writing. Failure to do so will result in parents/carers being charged a full ½ term invoice fee.

A parent who has accepted a place in advance of the starting date, and then decides to delay the starting date for any reason, will be liable to pay the full ½ termly fee from the date originally

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agreed, unless it is possible for the admission date to be exchanged with another child.

Waiting list

When a parent/carer contacts the Preschool enquiring about a place for their child, they will be given all the relevant information they require, details of the Admissions and Fees policy, and informed of whether there is currently a suitable place available for their child.

If a suitable place is available, the parent/carer and where possible the child, will be invited to visit the Preschool to look round and speak to members of staff. A free Play Session is offered if the parent/carer decides to enroll their child. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Registration Form and Parents Consent Form which includes copies of relevant Policies that parents must sign that they have read and understood. The Manager can then discuss the starting dates and further settling-in arrangements. See Settling In Policy.

The WARF pre-schools operate a waiting list for each setting. Whenever a vacancy arises, it will be offered to the applicant at the top of the waiting list, based on a first come first serve basis.