



OPENING HOURS AND FEE INFORMATION

Hatchlings Pre-School (Dragons Nest Room) is our term time pre-school will be open Mon-Fri 8.30am-3.30pm term time only. The funded hours for pre-school will remain within the 9.00am-3.00pm time frame. The 8.30am-9.00am and 3.00pm-3.30pm sessions are additional chargeable hours you have the option to book. The fees for the additional hours will be £3 per half hour session or £5 for both sessions if booked for the same day. 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

Dragons Nest Room – term time pre-school

Morning top up	8.30am-9.00am	£3.00	<i>If both the morning/afternoon top up booked on the same day the charge will be £5</i>
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)
Afternoon top up	3.00pm-3.30pm	£3.00	<i>If both the morning/afternoon top up booked on the same day the charge will be £5</i>

Government funded:

In our pre-school (Dragons Nest room) our term time only room we offer standard funding (38 weeks). The 8.30am-9.00am and 3.00-3.30pm additional sessions are NOT covered by funding and will be chargeable. More detailed information about funding is available upon request.

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.



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 5th of the next month, payable by 14 days from the invoice issue date but no later than 20th 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 Hatchlings 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 Hatchlings 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 Hatchlings Pre-School for a short space of time without a parent or carer to help with a smoother transition into the first full session.