



Old Court Community Pre-school
Station Road, Royal Wootton Bassett
Wiltshire, SN4 8QY
Tel: 01793 849783
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Fees

The pre-school operates Free Entitlement Funding for both three and four year olds allowing them up to 15 hours of free Universal Entitlement funding per week for 38 weeks a year (subject to availability of sessions). Funding is granted the term after the child's third birthday. We also offer Extended Funding of 30 hours per week for 38 weeks per year (subject to parent eligibility and availability of sessions).

We accept Two Year Old funding for eligible children which also allows up to 15 hours of free funding per week for 38 weeks a year, however we are only able to offer a maximum of 12.5 hours per week due to Teddy Tots session times (subject to availability of sessions).

For hours taken in addition to the funded hours/before the child is eligible for funding, you will be invoiced in advance every half term.

Payment can be made by cash, cheque (payable to OCCP), BACS or Childcare Vouchers, please see the Administrator in the office if you require further details.

Fees are payable in advance within the first two weeks of each half term. If for any reason you are unable to pay, please speak in confidence to the Pre-School Manager and a Payment Plan may be set up. Each session of the half term must be paid for regardless of sickness or holidays. At the end of the second week if payment has not been made, the parent/guardian will be sent a reminder letter. A second letter will be sent after a further week if payment has still not been made. If, after a further week payment has still not been made sessions will be suspended until the outstanding balance is cleared.

If fees remain outstanding, the pre-school will start legal proceedings to take the parent/guardian to the small claims court to reclaim the outstanding debt and any costs incurred.

We operate a "No pay, no stay policy"

This policy was adopted by Old Court Community Pre-school

On: 22/06/2020

Date to be reviewed: June 2021

Signed on behalf of the provider:

Name of Signatory: Hannah Carter

Role of Signatory: Chairperson