

Admissions Pack



Hours

Open 7am - 7pm

We're open 51 weeks per year, excluding bank holidays and inset days. The nursery closes for one week between Christmas and New Year.

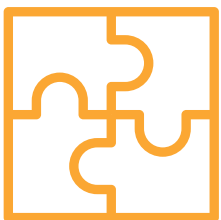


Fees

Under 3 years: £120 per standard day
3 years+: £110 per standard day

Fees include all meals, snacks, formula for infants, nappies and trips.

Fees are due in advance, and we issue invoices mid-month for the following month. Unfortunately there can be no refunds for sickness or holidays. Fee increases are calculated annually and are based on the previous year's running costs.



Standard plans

Minimum 3 full days, including a Monday or Friday.

Days	3 days	4 days	Full time
Standard fees			
Under 3 years	£1,530.00	£1,938.00	£2,295.00
3 years +	£1,402.50	£1,776.50	£2,103.75
3 years + with funding			
Cost of additional hours per month with EYFE (15 hours)	£1,116.46	£1,504.76	£1,846.31
Cost of additional hours per month with extended funding (30 hours)	£830.68	£1,233.27	£1,589.11

Fees are calculated based on the 51 weeks of the year that Wood Wharf Kindergarten is open, averaged into 12 monthly payments i.e. each invoice is for 4.25 weeks. Monthly payments will include bank and public holidays as well as inset days, which are payable in full in spite of closure, as our monthly staffing costs remain the same.



Discount

Sibling discount: We offer a discount if you have two or more siblings in nursery at the same time (10%). The discount is applied to the child with fewer sessions, or to the oldest child if they have an equal number of sessions.



Emergency day swaps

In cases of healthcare or childcare emergencies we can offer up to a maximum of three emergency day swaps per year, subject to availability. An agreed emergency day swap is to be used in the same calendar month as the absence. Bank holidays and nursery closures are exempt.



Ad hoc days

Subject to availability, you can purchase extra ad hoc days at the standard daily rate. Ad hoc days can be booked a maximum of two weeks before the requested date.



Plan swaps

Please note, we do not allow plan swaps between families or between siblings.

Government funding is available to all three year old children from the term following their third birthday. The funding covers 38 weeks of the year (term time), and we take the same approach as with our fees and split the funding evenly across the 51 weeks that we are open.

Registration

In order to register your child at Wood Wharf Kindergarten, please send an enquiry form via our website. One of our team will then book you in for an introductory call.

To join the waiting list at Wood Wharf Kindergarten, parents are required to pay a non-refundable registration/admin fee of £150. On accepting a place, this fee will become a non-refundable joining fee, and you'll be asked to pay a £750 acceptance deposit, which will be deducted from your final invoice. If you decide to leave the waiting list, your £150 registration/admin fee will not be refunded. Once your payment has been received you will be sent an email confirming that you are on the waiting list. We will need to know your child's date of birth, your preferred start date and days per week.



Plan conditions

Intake into the nursery happens at the beginning of every month. Minimum attendance is three full days, including a Friday or a Monday. All conditions are subject to availability.



Waiting list

Availability is assessed on a termly basis, taking in to account any leavers or room moves. We will inform you if a place becomes available. If your child does not receive a place to start at the requested time, they will remain on the waiting list until a place becomes available. If you wish to be removed from our waiting list at any time, please inform us within a minimum of three months' notice.



Tours

As soon as our new nursery is ready to view, we will invite all families in for an open day. Once we are open, we will offer personal tours to families.



Allocation of places

Places are offered on the basis of the following order of priority:

- A child with a sibling already at the nursery
- Full time place requests
- The date of waiting list registration

Even though Wood Wharf Kindergarten offers a sibling priority on the waiting list, we still require parents to register their younger siblings as early as possible. We cannot always guarantee a place, though try our best to accommodate everyone.

Place offers

You will be contacted based on whether there is a match between the days available and your states preferences. If you don't take the offered days, please note that your child will remain on the waitlist until your preferred days are available.



Deadline

When you are offered a place, you will be given 14 days to accept the place. At this point it will be offered to the next family on the waiting list.

Accepting a place

In order to accept a place, you are required to pay a place acceptance deposit of £750 which will be deducted from your final invoice. At the point you accept a place, your £150 registration/admin fee will be non-refundable. Upon receipt of your acceptance fee, we will confirm your sessions are secure.

As our nursery services are brought by you either over the telephone, through exchange of emails or our online portal, you have a legal right to change your mind within 14 days and receive a refund. However, once we have started the nursery services, whilst you will still have a right to cancel during the 14 day period, you must pay us for the services provided until the time you tell us that you have changed your mind. After the 14 day period, our standard cancellation policy will apply.

Making changes to your plan

Should you wish to decrease the number of sessions your child attends/ is due to attend, two months' written notice is required, which must then be confirmed by email by Wood Wharf Kindergarten. This is applicable prior to starting and during your time with us. Should you wish to increase your plan, additional days are based on availability and are not guaranteed. Decreases in your child's plan are also subject to availability and we cannot guarantee that we'll be able to offer your request days, as we have to balance our staffing and attendance evenly across the week.



Cancelling a confirmed place

Cancelling more than three months prior to starting: We will refund your £750 acceptance deposit if you cancel your child's place more than three calendar months ahead of your child starting nursery with us. Your £150 registration/admin fee will remain non-refundable.

Cancelling less than three months prior to starting: We ask that you inform us as soon as possible. We will not be able to refund either your £750 acceptance deposit or your £150 registration/admin fee, and you will be liable for any fees over and above the value of the £750 acceptance fee, that are payable during the three months' notice period.

Serving notice once your child has started at Wood Wharf Kindergarten: We require three months' notice, which means that your contract with the nursery will not end until three calendar months after the day on which you contact us to cancel your child's place. You will be responsible for paying the fees during that time. All outstanding fees remaining will need to be paid in full.