Delaware Pre-School
Providing Quality Childcare Since 1989

Charged and Funded Sessions

Before the start of each half term if there are any changes in sessions from the previous half term parents must notify the Manager or Deputy Manager in writing or via the Pre-School email. If a child attends a mixture of funded and charged sessions, then each morning or afternoon will be designated 'charged' or 'funded' and this will form the basis of the fees invoiced. Changing the sessions a child is registered for, is possible when requested in advance. The changes will be reflected in a new invoice. A charged or funded session for children must be no less than 3 hours.

A funded session can only be changed if the child attending has a hospital appointment and if spaces in the Pre-School allow. In this instance the letter from the hospital detailing the appointment date and time should be given to the Manager or Deputy Manager.

Holidays are permitted for all year-round children only, this is for up to 10 days every school year as long as the management are notified via email at least 4 weeks before the commencement of the holiday. Once this has been authorised by the Manager or Deputy Manager the child will not be charged. Any day's holiday additional to this will be charged at the full rate.

Hospital appointments are eligible for exchanging for an alternative session or for the 50% reduction if a hospital letter is shown to the Manager/ Deputy Manager before the child has the time off. See time off for holidays and illness.

Fees are billed monthly and will be emailed to you on the 12th of each month. If the child's fees have not been paid by the 12th of the following month all paid sessions will cease and a £15 late fee will also be added. If a parent or carer arrives late a fine of £5 will be charged for every 5 minutes. A minimum of £10 charged if after 5.30pm

	2025	2026	2027	2028	2029	2030	2031
Chairs signature	AA	kym					
Managers signature	~~HA~~	HA					
Date of review	Jan 25	Jan 26					
Date of next review	Jan 26	Jan 27					
Changes 2025	£10 minimum charge after 5.30						
Changes 2026	No changes.						
Changes 2027							
Changes 2028							
Changes 2029							
Changes 2030							
Changes 2031							