



11.03 S & S Registration and Booking

Enrolment:

To enrol your child(ren) in the Sunrise and Sunset Before and After School Club, registration and booking's must be completed via the online booking system. This can be found at

www.wollastonpreschool.org.uk

It is the responsibility of the parent/carer to book sessions and not the school or S & S staff.

Bookings can be made for any of the weeks available to you at the time of login. Please ensure you check the dates and sessions of your booking; parental mistakes cannot be refunded.

Booking Cut off is **12-midnight** the night before.

Cancellation of sessions must be made at **least 24-hours** prior to the session by email or telephone to 01933 664551 or admin@wollastonpreschool.org.uk or are chargeable.

Any requests to change or cancel sessions must be made before the cut-off point. We will do our utmost to accommodate any requests to change sessions, but in order to do this, we do require plenty of notice to ensure staffing levels can be adjusted accordingly.

Sessions:

The Sunrise Breakfast Club runs from Monday to Friday during term-time only. Sessions run from 7.30am to 8:45am. With breakfast at a cost of **£6.85**.

Late Breakfast Session run from 8.00am to 8:40am. **Without** breakfast at a cost of **£4.50**.

The After School Club runs two sessions, Monday to Thursday during term-time only. Sessions run from 3.15pm for Reception children / 3:30pm to 5.30pm with a healthy snack included at a cost of **£12.95** or 3.30pm to 4.30pm with a healthy snack included at a cost of **£8.95**.

Please note on a Friday we do not run an afterschool session.

Sessions are available to book in advance only and must be booked online before the cut-off point of 12 midnight the day before.

PICK UP TIME IS BY **5:30pm** AT THE LATEST. This time **MUST** be strictly adhered to due to insurance. An adult will be required to sign **in** your child for Breakfast club and **out** from After School Club.

Admittance to After School Club will not be granted if a session has not been booked and your child's name is not on the register. If you have not booked in, please email or ring to check places are available.

Should you need to contact the setting please call the following number:
Tel 01933 664551

Payment:

Payment must be made at the time of booking online, if you are using tax free vouchers your account must be in credit to make a payment online. # Please note voucher payments take longer to reach our banking system and will not be credited to your account until they do.

Refunds will not be made for any booked sessions that are missed due to holidays or child sickness, please see paragraph below on charges.

Booked sessions will be charged for, irrespective of absences or the time that your child is collected, this is to cover staffing provision.

If your child is involved in an extra-curricular club that clashes with one of your booked After School Club sessions, this will be classed as an absence and will still be chargeable. We regret that this has to be enforced but is to ensure essential overheads relating to staffing provision are covered and to secure your child's place. We are happy to collect/drop your child at extra-curricular clubs that are on the Primary school site.

Late collection of children will incur the following fines, and payment is due within 14 days to the Preschool office:

6pm to 6.15pm - **£5.00** 6.15pm onwards - **£10** for every five minutes late.

Persistent late pickups will result in the loss of your child/rens place. Non-payment of the late pick-up fee will also result in the loss of your child's place.

Please note as of the 1st April 2023 there will also be a **10%** charge on ALL walk-ins increasing to **25%** if not paid within 24 hours.

Payment Exceptions:

We understand there are, however, always exceptions to payments due to certain factors:

- If the school is closed for any reason, ie. enforced snow closure, there will be no charge to the parent.

- If a child is ill for a prolonged period of absence (over 1 week) you may be entitled to a refund. You must make your request for the refund in writing to admin@wollastonpreschool.org.uk

Every effort will be made to be flexible and understanding.

Notice of any increase in charges:

We will give a minimum of one month's notice, in writing to parents, of any increases in charges.

This policy was adopted/reviewed by
On

Wollaston and Strixton Preschool
November 2022

Date of last review

September 2025

Date of next review

April 2026
