

Admissions Policy

Little Greg's Pre-School is open to all – children are eligible to attend once they are two years old. We have a registration process and children are allocated a place on a first-come, first-served basis – if the place required is not available, children will be placed on a waiting list.

We are registered for 32 children from 2 to 5 years and will operate term-time only, from Monday to Friday offering:

Morning session 8:30 - 11:30
Lunch Club 11:30 - 12:30
Afternoon session 12:30 - 15:30

Children are required to attend for a minimum of two sessions.

There are extended care sessions available at pre-school (Details on application)

Before school 8:00 - 8:30am

After school 15:30 - 17:00pm

It is important to understand that attendance to Little Greg's Pre-School does not, in any way, guarantee admission into St Gregory's Catholic Primary School. Separate admission arrangements apply to the Pre School and Primary School.

Fee Collection Procedure

Fees

Fees are per child, per day as follows:

3yrs/2yrs

8:30am – 11:30pm £16.50/£17.50

11:30pm – 12:30pm £4.20

12:30pm – 15:30pm £16.50/£17.50

8:30am – 15:30pm £37.20/£39.20

Nursery Education Grant is not included in these fees.
This is taken into account when invoiced as appropriate.

Booking and Payment Terms

Pre-Booked Sessions

All accepted pre-booked sessions guarantee your child a place at the Pre-School. We cannot guarantee that a place will be available for anyone booking on an ad hoc basis, we will offer places up to the legal maximum with the appropriate staff/child ratio.

Invoicing

Invoices will be issued monthly in advance and must be settled within 14 days. Additional sessions or charges will be invoiced monthly in arrears.

Non or Late Payment

Any fees paid after 14 days will be subject to a late payment charge of £10. Persistent failure to pay all fees and penalties due may result in further action (including legal action) to recover all outstanding monies. We reserve the right to exclude the child or children from the Pre-School until the fees and charges have been paid in full.

Notice

One calendar month's written notice of any change to pre-booked sessions, or to withdraw from the Pre-School is required.

Late Collection

All children must be collected promptly at the end of their session time. A fee of £10 is payable for every 15 minutes, or part thereof, if a child is persistently collected late.

Cancellations

- ❖ Full fees will be charged for booked sessions that are not used.
- ❖ For ad hoc sessions, 24 hours notice is required or the full session fee will apply.
- ❖ If the Pre School cannot run for any reason, parents will be informed as soon as possible and no fees will be charged.

Debt Management Procedure

Invoicing

Invoices will be issued monthly in advance and must be settled within 14 days. Additional sessions or charges will be invoiced monthly in arrears.

Payments not made by the date on the invoice. A telephone call is made to the bill payer to remind them the monies are outstanding. At this point a date for payment is usually agreed and noted.

Should no payment or contact be made, a letter is sent by post to the bill payers address. Pre-School Manager signs this.

After 7 days a final reminder letter is sent. This letter is signed by a director, usually the Business Manager.

We do reserve the right in our Terms and Conditions to exclude the child(ren) from the pre-school until fees and charges have been made in full.

Non or Late Payment

Any fees paid after 14 days will be subject to a late payment charge of £10. Persistent failure to pay all fees and penalties due may result in further action (including legal action) to recover all outstanding monies. We reserve the right to exclude the child or children from the Pre-School until the fees and charges have been paid in full.