

# Daily Routine and Expectations



Feltwell Playgroup is held at the W.I. Hall on each week day during school term time.

Our Daily Sessions		
Morning	Lunch	Afternoon
9:00am - 11:30am	11:30 am - 12:30pm	12:30pm—3:00pm
9:00am - 12:30pm		
9:00am-3:00pm		

Our normal charges are £4.40 per hour from September 2021. Therefore, a morning or afternoon session costs £11.00, lunch-club is £4.40 per day or a full day is £26.40. Half fees are payable if the child is absent for any reason. All pre-school children are entitled to up to 15 hours of free childcare per week, starting the term following their third birthday. However, some parents of 3 and 4-year-old children will be eligible to claim the new extended 30-hour funding entitlement. Parents of some 2-year olds are also eligible to claim 15 free hours per week – if you are eligible, you should receive a letter from the county council informing you of this. They will send you a form that you will need to fill in and give to us at Playgroup during the registration stage so that we can confirm the eligibility. If you require any information about this, please feel free to contact us.

Sessional or full day care is available. Registration time lasts for 10 minutes at the beginning of each session, anyone arriving after this time for whatever reason, unless pre-arranged, will not be admitted as it causes disruption. When you drop off your child, please tell a member of staff if someone else will be picking them up. Please ensure your child is always picked up on time by whoever is collecting them. We reserve the right to charge parents/carers for late collection. These charges are to cover staff overtime as two members of staff have to remain on the premises until the child is collected. The current charge for late collection is £5.00 per child for every 5 minutes (or part thereof) after the first 5 minutes that the parent/carer is late, as shown on the Playgroup clocks. We aim to ensure that these are GMT accurate and are checked regularly. When dropping off your child for a session, please enter by the front door and check your child in with whoever is doing the register - any fees can be paid to them also. Take your child into the main hall and then leave through the kitchen. When you collect your child from Playgroup (at the end of the day) please come in the front door and wait in the kitchen until staff say that the children are ready to go - please then leave by the back door as this is safer for the children. Alternate arrangements may be made for earlier collection (for instance if collecting another child from school). If someone other than the child’s legal guardians are going to pick him/her up from Playgroup, for safety and security reasons you must let the supervisor know at the start of the session. You will be asked to sign a book stating the person’s name and giving them permission unless they are already on your child’s pick up list.