

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 £5.00 per hour from April 2023. Therefore, a morning or afternoon session costs £12.50, lunch-club is £5.00 per day or a full day is £30. 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. Collection time is 3pm. Alternate arrangements may be made for earlier collection at 2:30pm (for instance if collecting another child from school).

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 or collecting your child for/from a session, please go via the gate by the outside play area. 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 or the office know at the start of the session. You will be asked to confirm in writing the person’s name and giving them permission unless they are already on your child’s pick up list.