

What happens if I want to leave the pre-school and use funded hours elsewhere?

There are a strict set of changes in circumstances (defined by the council) that do allow parents to claim funding at another provider, if they have left a setting.

If a parent wants to leave the pre-school and claim the hours elsewhere, we strongly recommend that they speak with the pre-school manager first to ensure they understand as to whether or not the new provider will be able to claim the funded hours from Wiltshire Council.

Under these circumstances the pre-school will require the same notice as for private fees, (half term) as detailed in this leaflet.

What happens if the required notice is not provided?

Parents will be liable for all fees for that period in the case where sessions are reduced or cancelled, including leaving the pre-school.

Please refer to our Childcare Terms & Conditions on this including our process for non-payment.

Contact details

Rub-A-Dub Pre-school
Lansdowne Village Hall
Petty Lane
Derry Hill
Nr Calne
SN11 9QY

Manager: Natalie Bolt
Deputy Manager: Alex Paddon

Call us on 07894 073865*

You can also email us at:
rubadubpreschoolenquiries@gmail.com

Or why not visit our website for more information:

www.rubadubpreschool.com

*This number is only available during opening hours.

Version 3 032023



Registered Charity 1030979

***A Place to Play, Learn and Grow
Together***

***Parent Guide on Giving Notice to
the Pre-school***

Introduction

Notice periods are very important for the running of the pre-school, for financial stability, ensuring fairness of allocation of places and for planning the correct level of staff to child ratios.

Our Childcare Terms & Conditions details our notice periods so it is important that you familiarise yourself with it.

This leaflet is not meant to replace our Childcare T&Cs but is designed to make the information more readily to hand and help to understand the process.

When do you need to give notice

If you want to:

- Leave the pre-school
- Reduce the sessions your child is already attending
- Change the session your child is already attending
- Change or reduce any sessions that your child is not currently attending but the pre-school has reserved for you

There are also difference notices between privately paid fees and sessions funded by Wiltshire Council.

How to give notice and confirmation of the change

You must submit any request in writing to our manager. This may either be by completing the 'Change to Sessions' form (available from our website), by writing a letter or sending an email.

If your request is to change or reduce sessions our manager will confirm in writing, usually an email.

Until such confirmation is received, parents must not assume the change has been agreed.

Increasing sessions

To increase sessions, please contact our manager in writing, either by email, letter or using the 'Change to Sessions' form. As with all changes please do not assume your request has been agreed until you receive confirmation from our manager.

Funded sessions can only be increased from the start of the next funded period.

The minimum notice we require

The pre-school requires a half term to any changes including leaving the pre-school.

The academic year is split into 6 half terms:

- Term 1 runs from September to October,
- Term 2 from November to December,
- Term 3 January to February,
- Term 4 February to Easter,
- Term 5 Easter to May,
- Term 6 from June to July

If you are requesting changes to privately funded sessions (including leaving the pre-school) the table below indicates when you need to inform our manager by:

Change with effect from the start of:	Send request by:
Term 1 – September	First week of Term 6 or no later than 31 st August
Term 2 – October/November	First week of Term 1
Term 3 – January	First week of Term 2
Term 4 - February	First week of Term 3

Term 5 - March/April	First week of Term 4
Term 6 - June	First week of Term 5

Less than a half term's notice will only be accepted in exceptional circumstances and at the discretion of the pre-school management.

Notice periods for funded hours

If all or some of the sessions are paid for by Wiltshire Council the notice period for any change, including leaving, is one half term. However, unlike private fees, any change to the funded hours can only take effect from the start of the next funded period as defined by Wiltshire Council.

The council split the academic year into 3 funded periods:

- Autumn – 1st September to 31st December (Terms 1 & 2)
- Spring – 1st January to 31st March (Terms 3 & 4)
- Summer – 1st April to the summer holiday (Terms 5 & 6)

If you want to make changes to funded sessions the table below details when we need the change request by at the latest and when it will take effect from:

Change with effect from the start of:	Send request by:
Term 1 – September	First week of Term 6 or no later than 31 st August
Term 3 – January	First week of Term 2
Term 5 - March/April	First week of Term 4

