**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 Fee Agreement 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 Managers: Emma Allen and Karen Wilson

Call us on 07894 073865 or 01249 818974\*

You can also email us at: [rubadubpreschoolenquiries@gmail.com](mailto:rubadubpreschoolenquiries@gmail.com)

Or why not visit our website for more information:

www.rubadubpreschool.com

\*This number is only available during our session times as it is the number of the village Hall which is used by other groups at other times when the pre-school is not in session.



**A GUIDE FOR:**

**PARENTS AND CARERS ON GIVING NOTICE**

**Help on when and how you give notice and understanding the process.**

**A GUIDE FOR:**

**PARENTS & CARERS ON GIVING NOTICE TO THE PRE-SCHOOL**

**A GUIDE FOR:**

**PARENTS AND CARERS ON GIVING NOTICE**

**Help on when and how you give notice and understanding the process.**

**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.

Parents/Carers sign our Fee Agreement that details our notice periods so it is important that they familiarise themselves with it.

This leaflet is not meant to replace our Fee Agreement but is designed to make the information more readily to hand and help parents and carers to understand the process.

**When do we need notice**

If you are wanting 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

Then you need to give notice to the pre-school’s manager.

You also need to be aware that when the changes can take place from will differ between privately paid fees and sessions funded by the universal and extended hours entitlement paid via Wiltshire Council.

**How to give notice and confirmation of the change**

You must submit any request in writing to the pre-school manager. This may either be by completing the ‘Change to Sessions’ request form that is available at the pre-school, 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**

If you wish to increase your sessions you need to 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 (3 full 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 |
| 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 |

If less than a half term’s notice is provided, agreement to the request is at the discretion of the pre-school management.

**Notice periods for Universal and Extended free entitlement**

If all or some of the sessions are being 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 as from the start of the next funded period as defined by Wiltshire Council. This is due to the regulations set by Wiltshire Council regarding how the funding may be claimed.

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 sessions that are being funded 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 |
| Term 3 – January | First week of Term 2 |
| Term 5 - March/April | First week of Term 4 |