

General Welfare Requirement: Organisation

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

Record Keeping

5.3 Procedure for the Payment and Collection of Fees

Policy statement

This Policy details the fees charged and procedures for payment and collection

Procedures

Eastington playgroup runs for 38 weeks each year over three terms. As children usually join playgroup before they are three years old, fees are usually payable for at least one full term.

Fees are payable on a half termly basis (about 6 weeks) and each school year consists of 6 half terms. Parents are notified of the required fees towards the end of the half term and are payable in advance before the start of the forthcoming term. This invoice must be settled immediately and before the end of the invoicing term. Failing this will mean that your child's place will be withdrawn unless extenuating circumstances. If fees are overdue playgroup reserve the right to charge an additional 10% on the total outstanding amount due if an arrangement has not been made with the playleader/administration clerk.

We review fees annually and we require a half term (6 weeks) notice of withdrawal from playgroup, in writing to the Administration Officer/Playleader. If notice is not given, we reserve the right to charge fees for a minimum of 4 weeks. Fees are payable whether your child attends or not, through illness or holiday. If you find yourself in financial difficulty, please talk in confidence to our Administration officer. If holiday is taken when a child receives Nursery Voucher funding then 2 weeks can be taken as holiday during an academic year, however if more time is taken as holiday then Playgroup reserve the right to charge our hourly fee to enable us to keep the child's place open and available to them on return from holiday.

We are in receipt of the Early Years Free Entitlement funding for three and four year olds. Children become eligible for Early Years Free Entitlement the term after their third birthday and this provides for up to 5 sessions a week of hours each, for 38 weeks of the year. You will be required to complete a form each term and funding can only be claimed for those sessions your child attends on a regular basis. You are entitled to use your funding at any registered setting, should your child attend more than the 15 hours a week you will be invoiced towards the end of the term with the shortfall.

As your early education provider we claim funding from the Local Authority on your behalf. We will provide you with more information prior to your child becoming eligible. Funding is available for children of 2 years old providing the family is eligible (please ask for details).

We are also registered to accept Accor and Busy Bees (ComputerShare) and other types of employer supported childcare vouchers – please contact the Playleader for more details.

Please note that if you are late collecting your child from Playgroup we reserve the right to charge £10 for the first ¼ hour and £5 for each consecutive ¼ hr thereafter.

Where funding is not received, then fees apply. The current level of fees per hour is £4.00

In the event of an unforeseen closure and Playgroup has to close fees will not be reimbursed or any alternative sessions offered. However, if Playgroup is closed for a prolonged period of time, the committee has the discretion to adjust fees if they feel this is necessary.

Any complaints regarding this policy should be dealt with via the current complaints procedure.

Policy adopted at the meeting of Eastington Playgroup

Dated

Reviewed by

Position