



SCHEDULE OF FEES & CHARGING POLICY

We accept children from their second birthday.

	Funded Hours	Payable hours
2gether funded children	Up to 15 hours a week from term following child's 2 nd birthday	£4 an hour for any additional hours over 15
3 & 4 year old children	Up to 15 hours a week from the term following child's third birthday	
Breakfast Club	£1 additional charge for breakfast if funded	£4 for the session (8-9am) or part thereof, including a healthy breakfast

SESSIONS AVAILABLE: Monday/Tuesday/Friday 9-12 9-1 9-3
 Wednesday 9-12 9-1 Thursday 9-12 only

Aims:

Withycombe Raleigh Playgroup aims to ensure that our preschool is accessible to all sections of our community. We aim to:

- Open for 38 weeks per year
- Work alongside neighbouring schools to ensure our term dates are convenient for parents
- Offer a minimum of 2 x 3 hour sessions per week to families (not one full day)
- Offer sessions contracted on a termly basis
- offer payment plans
- accept payment by cash, cheque or BACS payment
- Accept childcare vouchers

FUNDED CHILDREN:

2gether funding and Early Years Entitlement apply the term AFTER the child's birthday:

<u>Child born between:</u>	<u>Funding starts from:</u>
1 st September – 31 st December	Spring Term (Jan)
1 st January – 31 st March	Summer Term (after Easter holidays)
1 st April – 31 st August	Autumn Term (September)

The entitlement is currently 15 hours per week (or 570 hours per year)



PROCEDURE FOR PAYMENT:

- Invoices are issued with two weeks of the start of the term for the whole term
- Payment dates are clearly displayed on invoices, half of the payment is due by half term, with remainder due two weeks before the end of term
- Payment made be made by cash, cheque or BACS

ATTENDANCE:

It should be noted that fees are payable when a child is absent, through illness, holiday or other reason. This rule is applied as a place has been reserved for your child and our costs are already committed.

Regular attendance is essential. An absence slip will be presented to the parent/carer following a missed session, and the reason for the absence recorded. Attendance is monitored and regular, prompt attendance is expected.

AD HOC SESSIONS:

Where space is available, the playgroup will book a session for your child on an ad hoc basis with payment on the day.

CHILDCARE VOUCHERS:

Our preschool accepts childcare vouchers through the government or employer (currently Sodexo, computershare, Care4). If your employer has a different voucher scheme please let us know and we can look into registering. More information on childcare vouchers can be found at: <https://www.gov.uk/help-with-childcare-costs/childcare-vouchers>

EXTENDED HOURS:

It is always possible to extend the session time to 1pm or 3pm – this can be done at any time. Funded children can access additional hours, any hours exceeding 15 will be charged at £4 hour and invoiced accordingly.

LATE COLLECTION FEE:

There will be a charge of £10 if a child is not collected 10 minutes after the end of the session. The charge is at the discretion of the Supervisor and Chair and goes some way towards the costs incurred in the delay of tidying up and vacating the hall. Following 30 minutes and no contact from the parent/carer, our Uncollected Child policy will be followed.

CHANGE TO HOURS/SESSIONS:

At each half term parents/carers will be asked to sign a contract for their chosen hours/sessions of attendance for the following term. Any changes made after that time will be accommodated as best we can. However, any reduction to hours will require 6 weeks notice (see below)



NOTICE TO WITHDRAW A CHILD:

We plan our staffing levels and set our budget well in advance. In order to operate we therefore need notice of changes to numbers, and income. It is our policy that parents/carers give 6 weeks notice, in writing, to withdraw a child/children from sessions at playgroup. Only under exceptional circumstances will this notice period be changed or foregone. Full payment of fees will be due for this period, therefore it is recommended that notice is given prior to leaving to avoid unwanted charges.

NON-PAYMENT OF FEES

The playgroup aims to have a reasonable and structured approach to fees, however, the financial viability of the playgroup depends on the prompt payment of fees.

Therefore, if you are, for any reason, unable to pay the fees due, please speak to the administrator or play leader advising them of your particular circumstances. In the event of a personal crisis, we will do our best to resolve the situation for both parties. However, in every event, the outcome is that all outstanding fees must be paid. If the agreed payment structure is not honoured then the following procedure will be followed:

- A reminder will be issued (verbal or written)
- If no response is received, an 'overdue account' letter will be issued, asking for full payment within seven days. If payment is received within seven days then no further action will be taken
- If payment is not received at this stage, we may inform you that your child(ren) will be unable to attend their non-funded session(s) until full payment has been received
- If this position remains unresolved at the end of the current term (or the agreed period of time) the child/ren's non-funded place(s) will be cancelled and offered elsewhere
- In the continuous absence of payment in full, steps will be taken to recover the full payment (i.e. the outstanding balance plus all accrued costs) through the legal system. The Treasurer and Chair of the Pre-school Management Committee will be kept informed of the position at all times and will be paramount in any decisions or action applied

CLOSURE

In the event of the Playgroup being forced to cancel sessions, the Playgroup will endeavour to give as much notice as is reasonably possible. The Playgroup reserves the right to offer replacement sessions in lieu of refunds.

VOLUNTARY CONTRIBUTIONS

Snack - We ask our families to contribute to our snack, either by bringing in some fruit for sharing, or by donating money (suggested donation £1 a week) to enable us to buy fruit/vegetables to enjoy as a group at morning snack.

Trips/Outings: voluntary contributions are requested for occasional trips/outings in order to cover entrance fees/transport costs. No child will be excluded if a contribution has not been received, however, the viability of the trip will be considered if sufficient contributions are not forthcoming.