

10.14 Fee Policy

Policy Statement

All children are entitled to 15 hours Nursery Education Grant Funding from the beginning of the term following their 3rd birthday. Some children may be entitled to 2 year old funding or 30 hours funding. You can check eligibility on www.childcarechoices.gov.uk The date you can claim depends on when his/her birthday is.

Child's birthday	When you can claim
1 January to 31 March	The beginning of term on or after 1 April
1 April to 31 August	The beginning of term on or after 1 September
1 September to 31 December	The beginning of term on or after 1 January

Those wishing to use their grant at other childcare establishments or doing any sessions not covered by grant funding will need to pay current Playgroup fees.

Current fees:

Session	Amount Payable per Session
Morning 9.00 to 12.00	£14.00 for over 3's, £18.00 for under 3's
Afternoon 12.00 to 3.00	£14.00 for over 3's, £18.00 for under 3's
Full day 9.00 to 3.00	£28.00 for over 3's, £36.00 for under 3's

Procedures:

- if your child is to be absent for a holiday, you must notify us in writing in advance. An absence form is available for you to complete
- if your child is on Nursery Education Grant, after four consecutive weeks of holiday absence, full fees are payable to keep the place open
- if your child is absent for any other reason you must notify us by phone on 01454 866580 on the first day of absence (see Children's Absence Policy)
- if a parent withdraws their child, without notice, part way through a term, we are entitled to retain Nursery Education Grant Funding for our notice period of four working weeks. Parents should be aware that this is likely to reduce the free entitlement hours that they can claim from their new provider and they may subsequently be billed for any excess hours
- if a completed Grant Form is not received, parents/carers will be issued with a bill for their child's sessions
- if fees are payable, you will be notified of the amount due, usually at the beginning of each term. This is to be paid in:
 - one lump sum for the half term, within 1 week of the term/half term starting
 - monthly, on the first working day
 - weekly, on the first day of the week your child is in attendance
- payment can be made by Bank Transfer or in cash or cheque payable to "Filton Park Pre School Playgroup". Please write "Fees" on the back of your cheque
- all payments should be in an envelope with your child's name on the front, the amount paid and what it is for, i.e. "Fees"
- fees will not be charged on Bank Holidays
- if Playgroup fees are not paid promptly, then your child's place may be at risk. Persistent non-payment or late payment of fees may result in sessions being withdrawn

- if you are paying fees for more than one child at Filton Park Pre School Playgroup at the same time, you pay half fees for the second and subsequent children
- staff members are entitled to a 25% reduction in any fees payable for their own children
- if your child is admitted to hospital and misses Playgroup, fees will not be charged
- if your child is on holiday, ill at home, or absent for any other reason you are still liable to pay the fees to keep your child's place available
- depending on circumstances, we reserve the right to charge parents at a rate of £5 for each five minute period (or part thereof), if a child is picked up late.

This policy was adopted by	Filton Park Preschool Playgroup	<i>(name of provider)</i>
On		<i>(date)</i>
Date to be reviewed	Nov/Dec 2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Adrian Reed	
Role of signatory (e.g. chair, director or owner)	Chair	