



Fees Policy

AIMS:

Clutton Playgroup seeks to provide inclusive access for all members of the local community and therefore takes positive steps to insure children from low income families can attend, and provision / learning is maximised through Early Years Pupil Premium

It is now the requirement of BANES that we have a written fees policy for all sessions at the Cabin. This policy clarifies the charges made for each child.

A session is from 09.00 to 12.00 or from 13.00 – 16.00 (an additional ½ hour is available from 16.00 to 16.30, if required).

If children are entitled to 30 hours of free childcare the core hours are Tuesday to Friday, from 9,00 – 16.30. Although Monday sessions are not core hours, Parents / Carers can choose to take the Monday session as part of their 30 or 15 hour entitlement.

Supervision is also available for lunchtime, from 12.00 to 13.00. If this is not covered by the 15 or 30 hours free child care the lunch session is charged at £4.00 per session for over 3 year olds and £5.00 for under 3 year olds.

All snacks and activities are included in this charge (e.g. yoga, cooking, Christmas party etc).

From 2 ½ to 3 years old our fees are £5.00 per hour.

From 3 to 5 our fees are £4.00 per hour.

All children become eligible for 15 hours funding at the start of the term after their third birthday. Some children are eligible for 30 hours funding. To find out if your child is eligible please check the Childcare Choices web site www.childcarechoices.gov.uk

We include information about Pupil premium in our starter pack and encourage parents to find out if they are eligible.

If you wish to send your child to any sessions over the 15 funded hours we will charge as above.

Fees are payable weekly or termly and are to be settled by the last day of term.

Please note that you will be required to pay for your child's place even if they do not attend e.g. through sickness or holiday or bad weather (e.g. snow days)

If a child attends more than one setting it is **the parent or carer's choice** as to how they use their funding. If the funding allocated to our setting does not cover our stated fees we will charge a top up fee.

If you have any questions, or difficulties with paying, please speak to Helen Bray, Jenny Bush or Sally Barter (the Management team) or Laura Harris who is the Chair Person of Clutton Playgroup Management Committee.

Clutton Play Scheme / Holiday Club at the Cabin

Clutton Playgroup provides additional childcare care during the school holidays, on Tuesday and Wednesday from 8.00 until 17.00. The sessions are open to children aged 3 to 11 years. The charges are as follows:

8.00 to 9.00 and 16.00 to 17.00 are charged at £5.00 per session.

9.00 to 12.30 and 12.30 to 16.00 are charged at £10.00 per session.

Missed payments and Arrears.

- If fees are not paid by the last day of term, the Manager will contact the parent or Carer to advise them of the missed payment and asking for payment to be made within two weeks. This will be confirmed in writing, by letter or email, which will include an invitation to discuss any payment difficulties. In exceptional circumstances where genuine, temporary and resolvable difficulties exist, the Manager has discretion to extend the period in which the payment must be made.
- If payment is not made within three weeks of the date of the first reminder, the Manager will send a Fee Statement and a letter asking for immediate payment of the amount owing. This reminder will specify that if payment is not made within one week Clutton Playgroup will terminate the child's place. The reminder also includes an invitation to discuss any difficulties paying with the Manager, including the possibility of a payment plan option.
- When arrears have not been cleared by the end of a four week period from the date of the first reminder the Manager will inform the Management Committee about the arrears. A letter will be sent, from the Committee, informing the parent of the termination of Clutton Playgroup place for the child with immediate effect.
- Payment of outstanding fees may be sought by application for a money judgement in the Small Claims Court or through Money Claim on-line. Parents are warned first about the intention to apply to Court and given an opportunity to clear the arrears by a specified deadline.
- While an account is in arrears, extra days or new days for siblings are not offered.
- If a parent brings payments up-to-date then the arrears process ceases.

- Copies of all letters, conversations and agreements with parents relating to fee payments are stored at the Playgroup.

This policy was reviewed and adopted at a Clutton Playgroup Management committee meeting held on

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Signed (Chair)

This policy to be reviewed in January 2019