

**FEES POLICY**

**Our Policy Statement;**

Holyrood Playgroup operates a service which is fair , safe and in a stimulating environment. We provide a service that is good value for money.

**Purpose of this policy and why we have it ;**

The pre-school is an approved provider of early education and receives education funding from Somerset County Council; for 2 , 3 and 4 year olds. We have a statutory duty to ensure that parents can clearly see from information we send them that they have been given their entitlement of 15 or 30 hours free childcare per week we are open.

**The scope of this policy ;**

Invoices are handed out at the beginning of each term.

Fees can be paid in cash , cheque , bank transfer or vouchers.

If you choose not to send your child to a session we are open or they are off sick you are still required to pay the full amount of fees due.

Prolonged absence of more that 6 weeks in a row due to illness or hospitalisation will be given special consideration.

In the event of playgroup having to close for reasons beyond our control you will be offered an alternative session to fulfil the hours booked in.

Notice of annual holiday either by letter or an email to [tessa@holyroodplaygroup.co.uk](mailto:tessa@holyroodplaygroup.co.uk) would be appreciated.

One months notice is required for any permanent change in hours.

Should you wish to remove your child from Holyrood Playgroup we require 4 weeks written notice ( notice has to be when we are open during term time ) no notice will be accepted during a school holiday when we are closed, we will claim 4 weeks EYE as the notice period and charge parents 4 weeks notice.

All outstanding fees have to be paid before your child leaves us.

Extra sessions / hours can be booked in advance , short notice may be possible but it does depend on ratios of adults to children.

We will not swap sessions so if your child is off sick on a day they would normally attend then you have lost those hours, please do not ask for them to attend another day to make up the hours.

Lunch and healthy snacks are provided by parents.

We ask children are collected on time, failure to let us know you will be late could incur a £5 charge for every quarter of hour you are late.

The Committee review the fees annually and you will be given 4 weeks notice of any increase.

### **Early Years Entitlement**

We are in receipt of early years Entitlement (EYE) for 3 and 4 year olds.

This entitles your child to a maximum of 570 hours of universal EYE , or 1140 if you are claiming the 30 hours extended EYE This will start in the funding period after your child's third birthday and will last until they attend school.

### **30 Hours EYE - Working Families Childcare**

The extended EYE is available to parents who are working please check if you are entitled at [www.beststartinlife.gov.uk](http://www.beststartinlife.gov.uk) , if you are you will be given a code which we will need to check you are entitled. It is your responsibility to re confirm this every three months if you fail to do this and lose your funding we will charge you for any hours not covered.

Your invoice will show the hours you have of funding that term and the total you have booked your child in for, any hours over your entitlement will be charged at the playgroups going rate which is £4.50 per hour.

You may claim funding from more than one provider but you can not exceed your total amount of funding.

We will require the following information;

- ~ A copy of your child's birth certificate
- ~ Completed and signed registration form
- ~ A completed session booking form
- ~ A completed and signed 30 hours check form if applicable

Outside specialists if we have visitors or go somewhere and we are charged an extra cost we will do our best to pay for this out of funds raised , but should there not be enough money available we will ask parents for a voluntary contribution no child will be left out if their parents has not made a contribution.

Invoices show the total hours booked in for that term the EYE available will be deducted from the hours and any outstanding balance will be charged at the relevant hourly rate. We will then divide the balance by the number of months in the term, we ask that you pay each months amount by the 10th late payments may incur an administration fee of £5 for each week late.

### Hourly rate;

Hourly rate = £4.50

3 Hour session = £13.50

6 hour session = £27.00

### Funding for 2 year olds

Holyrood Playgroup is in receipt of 2 year old funding, you can receive up to 15 hours per week.

The funding is available to families with a 2 year old who meet the criteria.

As this can change please check at [www.somerset.gov.uk/eye](http://www.somerset.gov.uk/eye).

### Childcare Vouchers

Holyrood Playgroup can accept childcare vouchers , if we are not registered to receive a certain one we can register for them.

For more information about what help you may get ;

[www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits)

[www.beststartinlife.gov.uk](http://www.beststartinlife.gov.uk)

### Termination of contract

Holyrood Playgroup reserves the right to terminate the contract without notice, in the event of unsuitable behaviour from a parent or for non payment of fees, non payment of fees means we will follow the non payment procedure at all times other than the above one month's notice will be given.

If you wish to remove your child to attend another pre-school one month's written notice during our opening weeks will be required. Not during holidays.

If you wish to take your child Learning Journal with you we ask for a payment of £5 which slightly offsets the cost to us.

### Non payment of fees procedure:

1. Offer for fees to be paid by instalments.
2. If fees remain unpaid by a given date, send a letter requesting the first instalment within 7 days from the date of the letter.
3. Should fees remain unpaid after the initial 7 days, a second letter will be sent requesting payment in full within 14 days from the date of the letter, failure to pay means we will take proceedings through The Small Claims Court. Please note all letters are sent by recorded delivery.