

King's Stanley



Playgroup

Kings Stanley Play Group

Fees Policy

Title: Fees

Person(s) who created policy: Vicki Richardson KSPG Manager

Date created/reviewed: July 2023

Review Frequency: Annual

Date for next review: July 2023



Introduction:

Kings Stanley Playgroup (KSPG) provides accessible childcare at an affordable rate to children in our local community.

Our charges are set at a level to support the provision of a high-quality childcare.

Aims and objectives:

Kings Stanley Playgroup is an approved provider of Early Education and receives funding from Gloucestershire County Council Children’s Services for 2-, 3- and 4-year-olds.

Kings Stanley Play group have a statutory duty to ensure that parents can clearly see from the information we send them that they have been given their entitlement to 15 hours free childcare, and 30 hours free if eligible.

Kings Stanley Playgroup also want parents and carers to understand how we set our charges for sessions that are not covered by their free entitlement and how we collect our charges.

Kings Stanley Playgroup want to ensure that charges cover the cost of providing our service and that we are efficient in collecting charges.

Opening hours are:

Day	Age group	Hours	Cost (£5 per hour)
Monday AM	Mixed age session	8.45-11.45 (3hrs)	£15.00
Monday PM	Mixed age session	11.45-2.45 (3hrs)	£15.00
Tuesday All day	Pre-school only	8.45-2.45 (6hrs)	£30.00
Wednesday AM	Mixed age session	8.45-11.45 (3hrs)	£15.00
Wednesday PM	Mixed age session	11.45-2.45 (3hrs)	£15.00
Thursday All day	Pre-school only	8.45-2.45 (6hrs)	£30.00
Friday AM	Mixed age session	8.45-11.45 (3hrs)	£15.00
Friday PM	Mixed age session	11.45-2.45 (3hrs)	£15.00



Late pick-up after sessions will incur financial penalties related to 2 x current hourly rate. Due to the legal ratio requirement two members of staff must remain with the child until they are collected.

Additional Hours (over government funding allowances): £5.00/hour

Snack Fee (Donation): £0.80 per whole day session, or £0.40p per half day session.

Procedure:

Children aged between 3 and 4 years of age, in the term after they are 3 years of age are entitled to a maximum of 15 hours free early education per week for 38 weeks per academic year. Extended funding increasing total to 30 hours is available to some children dependant on parental income.

Those children eligible to the 2-year-old funding are also entitled to 15 hours a week. We try to ensure that when offering a space, families are able to use their maximum entitlement of 15 or 30 hours, however this is not guaranteed.

Paid Sessions:

A charge is made for childcare services over and above the free entitlement. Charges are regularly reviewed and monitored by the Committee.

Payment and Invoicing:

Fees are payable half termly in advance.

An invoice will be sent to the parent / carer of each child attending KSPG.

We aim to send this out 7 days prior to the due date.

Invoices will show those hours that are part of the child's free entitlement.

Invoices will show paid hours and snack fees that are charged to the Parent/Carer.



Accepted current payment methods are:

- BACS payment made online using your child's name as the reference
SORT CODE: 40-43-42
ACCOUNT NUMBER: 41289209
- Government Tax Free scheme.

The Manager and Financial administrator can discuss personalised payment plans and methods with individuals if alternative payment schedules are required. These will be at the Committees discretion.

Missed sessions:

Families will still be charged if a session is cancelled, for sickness and for holidays during term time.

Missed payments:

- If a payment has not been met, a reminder will be sent with a copy of the invoice and the amount owed.
- If the invoice is not paid within 10 working days a reminder will be sent out which will extend the expected payment date by no more than 5 working days.
- If the invoice is still not paid within the extended period, a letter will be sent to the parent/ carer asking that the child is not brought into playgroup until the outstanding fee is paid, this must be within a period of 3 working days or your child's place will be terminated and the outstanding balance will be referred to a debt collection agency or a County Court Judgement may be taken out to reclaim the outstanding fee. Sessions will still be charged during this period where the child is not attending the playgroup.

If you are using all your entitlement from Gloucestershire County Council, alongside additional privately paid hours, and this final stage of action is in process, your child



will still be permitted to attend the 15 hours of free childcare, but not the additional paid sessions. In this instance the Playgroup Manager along with the Committee will agree the sessions that are covered by the Gloucestershire County Council funded hours, and those which are not. This is at the Playgroup's discretion and not the preference of the parent/carer.

We reserve the right to cancel a place or not take further bookings should a parent/carer not pay monies owed and /or persistently pay late.

This is because the administration involved impacts on the overall cost of providing the service.

Changes to Attendance / Removal of child

- We ask parents/carers to provide 1 half term (around 6-8 weeks) notice in writing if their child is no longer able to attend our setting.
- We require 1 half term (around 6-8 weeks) notice to request a decrease to current allocated sessions. Fees will be payable, or grant claimed by us, until that date.
- Request to increase sessions will be decided on current availability.
- If a child is absent from session for two weeks or more and the parent/carer has failed to notify us of the reasons, we reserve the right to cancel the space and will write to inform the parent/carer of this.
- Fees will still be payable for children who leave without giving the required notice.

Additional information:

- We will require a signed parental agreement to confirm hours/ sessions agreed termly and the cost of these. We also required a signed agreement for snack fees.