

## Fees, Payments & Funding policy

### Statement of intent

At Playhouse we charge fees for each session that is available at the Pre-School to cover our costs and to benefit the children attending the Pre-school. This policy sets out the current charges that are made for each child attending the Pre-school the timing of payments, refunds and non-payment of fees.

### Registration

Here at Playhouse we do not charge a registration fee and feel that parents should be free to register their child with as many settings as they wish.

### Sessions and Fees

The Pre-School is currently open for ten sessions a week, school term time only Monday to Friday.

Playhouse Pre-School charges for each session are as follows:-

- Breakfast Session 7.30 to 9.00 £9
- Morning Session 09.00 to 12.00 £16.50
- Lunch Session 12.00 to 12.30 £2.75
- Afternoon Session 12.30 to 15.30 £16.50

Session fees will be reviewed annually by the Manager and Owner, with any changes to be implemented at the start of a term. Any increases deemed necessary will be advised in writing with at least one-half terms notice being given before the increase will become effective.

There will be no refunds and fees will still be charged for non-attendance due to the children being absent for any reason including sickness.

### Funding

We offer government funding to eligible children. Children are entitled to 15 or 30 funded hours per week from the term following their third or second birthday where applicable for 38 weeks of the year, subject to LEA guidelines. Funding is claimed for three full terms a year being Autumn, Spring and Summer. A child can attend sessions at more than one setting but the total funded sessions must not exceed the allocated hours for each full term. All additional sessions above the funded allocation will be charged at the above rates.

The 15 funded hours can be used for any combination of sessions. For example: 5 mornings, 5 afternoons, 2 full days or a mix of sessions. Any additional hours above the 15 funded hours will be invoiced monthly. Breakfast club can not be used with the funded hours and will be invoiced.

The 30 funding begins at 9am on Monday morning and finishes on Friday at 1pm (excluding breakfast club). For children taking up a free 30-hour place, there are two options to choose from:

Option 1

- Monday to Thursday 9.00am – 3.30pm and Friday 9.00am – 1.00pm (a total of 30 hours)
- Children will need to bring a packed lunch everyday
- There is no charge for this option

Option 2

- Monday to Friday 9.00am – 3.30pm (a total of 32.5 hours)
- Children will need to bring a packed lunch everyday
- There is a £13.75 charge per week for the additional hours (paid monthly), for this option

## Payments

Fees are payable in advance. Invoices will be issued at the beginning of every month, as required to the parent/guardian of each child attending and payment will be due by the date detailed on the invoice.

Payment can be made by cheque payable to Playhouse or by BACS the full details to be quoted can be found on the invoice issued. We do also accept childcare vouchers and request that full provider details be submitted to the setting manager to ensure these can be collected in the correct format. Cash payments may also be considered but must be handed to the setting in an envelope, your child's name, amount enclosed and date written clearly on it.

## Unpaid Fees

- If fees are not paid on time we reserve the right to suspend a child's sessions.
- A late payment fee of £10 per week may be applied to cover the cost of supplementary invoices and or calls.
- The Pre-school will be sympathetic to parents/carers who are having or who anticipate having difficulty in paying and it may be possible to arrange an individual payment plan.
- However, this must be negotiated between the Pre-school Manager and parents/carers, preferably in advance. Any family in this situation should contact the Manager at the earliest opportunity to arrange a confidential meeting.
- If fees are paid persistently late or not at all with no explanation, the Pre-school will issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Pre-school being forfeited. This letter will state the final date by which outstanding monies must be paid. If payment is not made by this date, the Pre-school will be forced to withdraw the child's place. Under exceptional circumstances, the Manager may agree to allow the child to continue attending the Preschool for the remainder of that week.
- Once a child's place has been forfeited, the Pre-school will pursue payment of unpaid fees in the small claims court.

This policy was agreed by the staff of Playhouse Pre-School Broadwater.

Adopted on 23<sup>rd</sup> April 2015 and will be reviewed annually.

Reviewed on 2<sup>nd</sup> October 2024 by Z. Munford