



FEES STRUCTURE

At our Playgroup we believe in open communication with all parents/carers and staff. Therefore, this fee structure policy will assist everyone to understand our current charges.

Opening times: We are open term times only, from Monday to Friday from 9:00am to 3:00pm, excluding Thursday when we close at 12:00pm. We offer an after school club from 3.00pm to 4:00pm on Monday, Tuesday and Wednesday (additional charges apply).

Pricing: Fees are payable weekly, monthly or termly **in advance** and reviewed annually in January each year. Any changes to current rates will be advised in writing, 8 weeks in advance.

Illness/absence: No refund will be given in the event of a child's absence due to illness, holiday or any other reason.

Closures: Should the Playgroup be unable to open due to bad weather or any other unforeseen circumstances, parents will be refunded for a chargeable session. Funded sessions are not refundable. Should closure need to take place part way through a session, a refund will not be given in this instance.

Late pick up: Children must be collected promptly at the end of a session/day. Should a parent fail to collect their child within 15 minutes of the session/day end, a late collection fee of **£ 10.00** will be charged.

Late payments: If a child's fees are not paid on the day or in advance and we have had no communication regarding a resolution, the child will not be able to attend playgroup for any hours above the ones which are claimed universally. Any outstanding fees after 7 days will be re-invoiced, and payment needs to be cleared immediately.

A late payment fee of **£ 10.00** will apply after the period of 7 days and each 7 complete day period thereafter.

If you are experiencing financial hardship please speak in confidence to the Manager so that alternative payment arrangements can be made. If without negotiation fees are not settled, we are left with no alternative but to withdraw your child's place in line with our Bad Debt Procedure.

Deposit Fee: A deposit of **£ 25.00** is required prior to your child starting in the setting.

Westview Playgroup
% Downsview Primary school
Beech avenue
BR8 8AU
07799218129
Info@westviewplaygroup.org.uk



This will be returned to you after your child has completed their first term.

Parents should give no less than **2 weeks written notice** of any reduction in the contracted services, or if they wish to remove a child from our setting. Where less than 2 weeks notice is given, Westview Playgroup reserves the right to charge in full for the contracted services in place up to the date on which the 2 weeks notice would have expired.

Payment methods: Invoices can be settled by cash, card/debit card or BACS payment. We are also registered for the on-line Government Tax Free Childcare Scheme.

If you would like to pay by Bank Transfer our details are as follow:

BANK: BARCLAYS ACCOUNT NAME: WESTVIEW PLAYGROUP

A/C NO:00185477 SORT CODE: 20 25 42

VOLUNTARY CONTRIBUTION (CONSUMABLES) is 0.50 p per session (3 hours). It will cover items including snacks, hygiene equipment, and sun cream.

We want to keep this fee as fair as possible, therefore it will vary depending on how many sessions your child attends per week. Please be advised 1 full day = 2 sessions. If your child attends 5 sessions per week, your weekly fee for consumable will be $5 \times 0.50p = £2.50$

The fee will be added to your invoices. We are mindful of the impact that additional charges may have on parents. If you have any concerns about being able to pay this fee, please talk to a member of the team. Additionally you can supply a daily healthy snack for your child, please see the list of food we would like you to provide: cucumber or tomatoes, apple, banana, orange, pear, natural yoghurt.

FUNDING

All 3 and 4 years old children in England currently receive 15 hours a week government funded early education.

Two years olds: Some two years olds may be eligible to receive up to 15 hours funding known as the Free for Two Scheme (FF2) which is subject to meeting certain eligibility criteria. For more information, please speak to the Manager.

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WESTVIEW PLAYGROUP

Two and three years olds: Eligible working parents of two and three year olds are able to access funding up to 26 hours per week for 38 weeks of the year. * Subject to availability.

Three and four year olds (The Universal Entitlement) All children become eligible for up to 15 hours Free Early Education the term after their third birthday.

A child is entitled to Free Early Education the term after their second birthday (if eligible for three for two funding or working parents eligibility), or the term after their third birthday when claiming The Universal Entitlement, in line with the Department of Education:

A child born on or between	Will become eligible for a free place from
1 st January and 31 st March	The Start of Term 5 following their second or third birthday (after April Holiday)
1 st April and 31 st August	The Start of Term 1 following their second or third birthday (after Summer Holiday)
1 st September and 31 st December	The Start of Term 3 following their second or third birthday (after Christmas/ New Year)

FEES

Morning sessions from 9:00am - 12:00pm Monday, Tuesday, Wednesday, Thursday* and Friday: **£21**

*Thursday 9am – 12pm - **£21**

Afternoon sessions from 12:00pm -3:00pm Monday, Tuesday, Wednesday and Friday: **£21**

After school club is available and will cost £7 a session.

Children accessing sessions outside of their Free Early Education will be charged at our current rate (**£7.00**) per hour.



I have read and agree to the above fees policy.

PARENT/ GUARDIAN

Signed.....

Date.....

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