



# Glaisdale Playgroup

## Fee Policy

Glaisdale Playgroup takes government funding for all 3 and 4 year olds, this starts the term after the child's 3rd birthday. Funding can be spread between different providers and is for 15 hours or if specific criteria are met can be extended to 30 hours (extended entitlement). 2 year old funding is available dependent on a family meeting government criteria, please visit the website, <http://childcarechoices.gov.uk> for further information.

We also take fee paying children, the fees paid are as follows :-

- Children aged between 18 months and two years who are in the care of playgroup staff will be charged £5.50 per hour.
- Children under 2 , accompanied by a parent : are asked for a donation. Children must remain the responsibility of the parent / carer in this circumstance.
- Children aged 2,3 & 4 who are not in receipt of government funding will be charged £5.50 per hour.
- Children aged 2 years and over who are still permanently accompanied by a parent/carers will be charged the lower fee of £5 per session until such time as they are left unaccompanied.

Children aged between 18 months and 2 years

From the age of 18 months children can begin attending playgroup unaccompanied by an adult paying the £5.50 per hour rate.

### **Children aged 2 years old (not in receipt of government funding)**

From the date of your child's second birthday, they are eligible to start attending playgroup unaccompanied by an adult paying the £5.50 per hour rate.

When your child turns 2 years old, you will be asked to fill in a parental agreement to book the sessions/days you would like your child to attend each week. Each child will be granted a settling in period of 6 weeks after their 2<sup>nd</sup> birthday (or from when they start playgroup) to settle into playgroup routines etc. before the missed session rule will be implemented (see below). This parental agreement will be reviewed each term and can be altered as and when necessary.

### **Children aged 2, 3, & 4 in receipt of government funding**

Funded children do not pay fees for the hours funded by the government. We will notify you once your child is eligible, remember we need to see their birth certificate or passport once they are able to take up a place, if you are claiming the extended entitlement we will require the proof which will be issued to you when you make the application. A parental agreement must be signed detailing any providers and days and hours of attendance. These are updated termly and hours/days can be altered.

### **Children aged 2, 3 & 4 using additional hours to Government Funding**

Should you use up your Government Funded Hours entitlement any additional 'unfunded' hours will be charged at £5.50 per hour. Parental agreements will be filled in for these additional hours in order to ensure adequate staffing levels are in place and the missed session rule will apply to these additional hours (see below).

### **Missed Sessions**

If a 'booked' session is missed, payment for that day/session will still be required. This is necessary in order to retain your child's place and applies to any unfunded hours your child takes from age 2 through to when your child leaves playgroup.

In the event of a child missing playgroup for a period longer than 2 weeks due to unforeseen circumstances, the committee would be consulted in order for possible allowances to be made in terms of full fee payment.

### **Paying Fees**

Fees can be paid on the day or monthly or half termly by invoice. Cash, cheques, or online payments are accepted please make cheques payable to Glaisdale Playgroup or ask for the playgroup bank details for online payments, childcare vouchers are accepted also please enquire.

### **Fee Review**

Fees will be reviewed annually and will be adjusted according to any increases in insurance, wages and rent.

### **Lunches**

Hot Lunches can be purchased (from Glaisdale School's kitchen) or children can bring a packed lunch if preferred.

Lunch Money is payable to playgroup, then playgroup transfers the money to school. (Cheque payment is no longer available.)

Lunch will be ordered and charged for unless we are notified by a parent before 9.30am that the child will not require one. This is due to the requirement by the kitchen staff to have numbers before 10am each day.

The Lunch fee is currently £2.30 per lunch.

### **Snack**

We provide a free-flow snack time during both the morning and afternoon sessions at playgroup. This is provided at no extra cost (included as part of your child's fees.)

This policy to be adopted on ...11/09/2023

Helen Purtil Manager .....

(signed on behalf of the committee by)

Demi Padmore.....

**Policy reviewed by Helen Purtil**

**Next review due as and when next required.**