



## 10.14 Payment of Fees

This policy aims to ensure that the rules regarding the payment of fees owed to Uley Under 5s Playgroup are clearly set out and explained to all parents/carers. The playgroup is a registered charity and relies on regular income in order to continue to offer quality childcare to local families. It is in the best interest of every child that fees are paid promptly and in full to avoid any disruption to their care.

### Achieving Two Year-olds Funding

- Uley Under 5s Playgroup accepts children in receipt of the Achieving Two Year-olds funding for fifteen hours a week. Parents/carers can find out if they are eligible for this by contacting their Health Visitor or GlosFamiliesdirect. Parents/carers will be asked to complete a Funding form at the start of Terms 1, 3 and 5 to enable Uley Under 5s to claim their funding from the local authority.

### Nursery Education Grant Funding

- Uley Under 5s Playgroup is registered to receive the Nursery Education Grant Funding (NEF). Children become eligible for this funding from the term after their third birthday. The funding is available for 38 weeks of the year.

<b>Your child's 3<sup>rd</sup> birthday</b>	<b>When your child will receive NEF funding</b>
1 September to 31 December	Spring term (starts January)
1 January to 31 March	Summer term (starts April)
1 April to 31 August	Autumn term (starts September)

- Children aged 3 or 4 years are entitled to a maximum of 15 hours of government universal entitlement funded sessions per week for 38 weeks a year, plus an extra 15 hours per week extended entitlement if they meet the relevant conditions (further information is available on [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)). Parents/carers can use this funding at any registered setting or childminder or a combination of registered childcare providers.
- For the initial 15 hours universal funding entitlement parents/carers will need to complete a form which Uley Under 5s Playgroup will supply at the beginning of terms 1, 3 and 5. Parents/carers are responsible for applying for the extended 15 hours free childcare entitlement through the digital childcare service to receive an eligibility code. Uley Under 5s Playgroup is responsible for verifying (or confirming) eligibility by checking that the parent's code is valid. Parents/carers will be asked to complete an Extended Hours Declaration form in this respect.
- Parents/carers will be prompted every three months by HMRC to reconfirm that they remain eligible. If they are no longer eligible for 30 hours, they will enter a grace period and will be able to retain their place for a short period. The updated statutory guidance outlines the specific grace period cut-off dates. If a parent/carer falls into their grace period before their child has started a 30 hours place, they should not take up their 30 hours place. Should a parent/carer lose their eligibility Uley Under 5s Playgroup is not responsible for paying/reimbursing any fees accrued, it is the parent/carer's responsibility to then pay the fees.

- Uley Under 5s Playgroup currently opens for no more than 39 weeks in a school year. Our term dates and inset days follow the same calendar as Uley CE Primary School.
- Parents/carers will be issued with a funding claim form at the start of the Autumn, Spring and Summer terms. This must be filled in and brought back with proof of a child's date of birth by the deadline given by Uley Under 5s Playgroup. Parents/carers will need to declare any NEF sessions being claimed elsewhere (e.g. at a day nursery, childminder or other pre-school). If parents/carers do not sign the form by the deadline, they will not be able to claim NEF for the term. Once a form has been submitted, parents/carers will be unable to change the claimed hours for that term.

#### Uley Under 5s Playgroup fees and hours

- A fee is charged per hour for all children that are not eligible for funding and for all hours over any government funding (statutory 15 hours universal entitlement and/or 15 hours extended entitlement). The current fee for 2 year-olds is £5.00 per hour, and £4.00 per hour for 3 and 4 year olds.
- Fees are reviewed each year by the playgroup's Committee and would normally rise in September, but the Committee reserves the right to change fees at any time of the year with advance notice of not less than four weeks.
- If a child reaches 3 years old before the start of a term but is not yet receiving the NEF, parents will be charged the hourly rate for 3 and 4 year olds.
- If a child turns 3 during a term, parents will be charged the hourly rate for 2 year olds for the remainder of that term.
- Our opening hours: 8.30-1pm Mon for all, then 2 year olds either 8.30-1 or 8.30-3 Wed-Thurs-Fri, and all 3-4 year olds 8.30-3pm Wed-Thurs-Fri. Children can be dropped off any time from 8.30am-9am, but will be billed from 8.30am. 3 year olds will be expected to attend until 3pm from the half- term after they turn 3, in line with when government funding starts.

#### Late collection fees:

- A late collection fee is in place – separate invoices will be issued as applicable.
- If a child is collected 10 minutes after their session has ended (i.e. 1pm or 3pm) they will automatically be charged £5. Even if the playgroup is notified parents/carers will be charged unless they have informed the playgroup at morning drop-off (i.e. 8.30am); then additional hour(s) will be charged only.
- If parents/carers are later than 10 minutes, an additional charge will be enforced at the discretion of the committee, this could either be an hourly rate or a higher rate of £10 for every subsequent 10 minutes. The reason for this is due to staff ratio, safeguarding the children and the availability of the premises.
- If late collection occurs on a regular basis, a child's place could be withdrawn.

#### Extra session(s)/extra days fees:

- Parents/carers will be charged for any extra sessions attended by a child on separate invoices.
- All additional sessions must be agreed with the playgroup's Manager in advance.
- The hourly rate will reflect the age of a child at the start of the term the extra session(s) occurred regardless of whether a child is entitled to NEF or not.

## Requests for changes to attendance

- **A minimum of 4 weeks'** notice is required to delay a child's start date, change the sessions they attend or if a parent/carer wishes to remove a child from the playgroup.
- Any requests for additional hours or change of hours must be submitted in writing, preferably by email to the Playgroup's Manager. Please note that parents/carers will be liable for any fees incurred should inadequate notice be given, even if a child is eligible for NEF.
- Any changes to hours can only take place at the start of the next term (please note that there are 6 terms in a year). The Manager must be notified of any requests to change attendance by the end of the first week of each term, or changes cannot be implemented until the start of the following term.
- If it is not possible to grant a request immediately, the playgroup's Manager will add a child's name to a waiting list and advise the parent/carer as soon as a place at the required session becomes available.

## Rules regarding the payment of invoices

- The playgroup's Invoice Administrator will issue an invoice within two weeks of the start of a term, payable within 7 days of the invoice date. If it is not possible to pay the fees immediately and in full, then it is the parent/carer's responsibility to agree a payment plan with the Invoice Administrator/ Treasurer (who will confer with the chair and staff).
- Invoices for extra sessions are issued on the day or when booked. Payment of these are required within 7 working days of the invoice date.
- Invoices for late collection are issued on the day and payment is required within 7 working days of the date on the invoice.
- Payments can be made using BACS; the playgroup's bank details appear on all invoices. Parents/carers are asked to quote their child's name as a reference and confirm payment has been made via email to the Invoice Administrator.
- Uley Under 5s Playgroup accepts childcare vouchers. Parents must use their child's name as a reference and confirm payment has been made via email to the Treasury Administrator.
- Payments by cash or cheque (made out to "Uley Under 5s Playgroup") must be handed to the playgroup's Manager.
- Parents will receive one reminder that payment is still outstanding against an invoice issued during that term, and requesting payment is made by a given date.
- If payment has not been made by that date (nor a payment plan agreed), a reminder will be issued giving a final due date, four weeks from the initial invoice date.
- If the full payment has not been received, nor a payment plan agreed, four weeks after the initial invoice was issued, or where repeated default is made on a payment plan, Uley Under 5s Playgroup reserves the right to withdraw the child's non-funded place and offer it to another family once any extenuating circumstances have been considered.
- Uley Under 5s Playgroup may take further action to recover unpaid fees from the parent/carer.
- Unfortunately, the playgroup cannot refund fees for any absences.

## Refunds

- Refunds will **not** be made for absence through illness, holidays or other, including weather conditions apart from exceptional circumstances (at Uley Under 5s Playgroup's discretion), as we still have to meet our running costs.
- Refunds will **not** be made where a child leaves or reduces their weekly sessions after the initial invoice has been issued.
- Refunds will **not** be made for school trips/outings as Uley Under 5s Playgroup is still required to pay staff, rental of premises, etc.
- Refunds will be issued for paid fees (not funded placements) if Uley Under 5s Playgroup closes a planned session, with prior notice in writing given 48 hours before the session.

- Refunds will be arranged by the Treasurer and/or Invoice Administrator, by deducting from the next month's invoice, or by BACS or cheque. Method of refund will be discussed and agreed by the parent/carer and the Treasurer/Invoice Administrator.

This policy was adopted at a Management Committee meeting of Uley under 5s Playgroup

Held on .....

Date to be reviewed .....

Signed on behalf of the provider .....

Name of signatory .....

Role of signatory .....