



BOUGHTON MONCHELSEA PLAYGROUP - FEES STRUCTURE

At our Playgroup we believe in open communication with all parents/carers and staff and are therefore presenting our fee structure in order to ensure that everyone fully understands our charging. We are open for 38 weeks per year, closing on Bank Holidays. Our fees do not include any outings or celebrations that are in addition to our usual session activities. We have a voluntary consumable and food charge that is added to our invoices to contribute towards items such as; snacks, suncream, sensory resources which include rice, pasta, shaving foam and ingredients for playdough, celebration of events and festivals such as Mother's Day, Father's Day, Easter and Christmas and also includes Christmas presents and leavers presents for the children. You will be asked to sign a separate letter in relation to these charges.

FEES: Fees are payable termly in advance, in accordance with the rates in force at the time. Fees are reviewed annually or in the event of any changes to the DfE Code of Practice. Any changes to current rates will be advised in writing at least one term in advance. If you are experiencing difficulties with termly payments, please speak to the Administrator or Manager. The cost for a 3 hour morning or afternoon session is £27.00 and to attend for a whole day from 9.00 am to 3.45 pm the cost is £60.75 – our hourly rate is £9.00. All fee calculations are invoiced for a whole term.

CONSUMABLES AND FOOD FEE: We charge a voluntary consumables charge which is 50p for each session that a child attends, this charge contributes to the cost of such items as suncream, sensory resources which include rice, pasta, shaving foam and ingredients for playdough, celebration of events and festivals such as Mother's Day, Father's Day, Easter and Christmas and also includes Christmas presents and leavers presents for the children. We also charge a food fee of 50p per session which contributes to the cost of the snack that is provided during a session. These charges are added to your termly invoice and are due alongside the fees. If these charges would cause a family financial hardship then the parent should speak to the Playgroup Manager or Administrator who may be able to help.

ADMINISTRATION FEE: There is a £20.00 non-refundable administration fee when you complete and send in an application form. This fee includes a Playgroup t-shirt and taster sessions before your child starts. Again, if this cost would cause financial hardship please speak to the Playgroup Manager or Administrator.

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SESSION COSTS FOR ALL CHILDREN

	NUMBER OF FUNDED EARLY EDUCATION HOURS TAKEN	COSTS FOR EXTRA SESSION AFTER FUNDED HOURS HAVE BEEN ACCESSED
AM (9 AM TO 12 PM)	3 HOURS	£27.00
AM (9 AM to 12.45 PM)	3.75 HOURS	£33.75
PM (12.45 PM to 3.45 PM)	3 HOURS	£27.00
PM (12.45 P to 3.45 PM)	3.75 HOURS	£33.75
FULL DAY (9 AM TO 3.45 PM)	6.75 HOURS	£60.75
Hourly Rate		£9.00

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 or have it discounted off their next invoice. 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 the session/day. Should a parent fail to collect their child within 10 minutes of the sessions/day ending, a late collection fee of £15.00 may be charged, and a further £10.00 for every half hour thereafter. These fees are charged at the discretion of the Manager and/or Committee.

LATE PAYMENTS: Fees are to be paid before the start of each term. If they are late then there will be a £10.00 fine. If you are experiencing financial hardship please speak, in confidence, to the Administrator or Manager so that alternative payment arrangements can be made. If not, and without prior negotiation, there will be a fine of £10.00. If the fees remain outstanding then a further £10.00 fine will be added for each week that they remain outstanding. All fees must be made within the term that they are due. If without prior negotiation, fees are not settled, we are left with no alternative but to withdraw your child's place and if necessary take legal action to recover the amount owed. Children in receipt of Funded Early Education will be unable to access any additional fee paying hours or facilities until all outstanding fees are settled.

PAYMENT METHODS: Invoices can be settled by cash or bank transfers. All monies should be in a sealed envelope with your child's name and the amount on the outside. We would prefer payment by bank transfer the details are: Natwest Bank – Sort code 53 81 51, Account number 13954938 using your child's name as the reference.

15/30 HOURS FUNDED EARLY EDUCATION: The following information details how your child can access their Funded Early Education hours at this Playgroup. Your child is entitled to 570 hour of Funded Early Education over 38 weeks per year. However, depending on which days your child attends this may not be possible, due to bank holidays. We will inform you if this is the case and aim to offer alternative hours. To find out more information please look at the government's website www.childcarechoices.gov.uk

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