

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Playpen Pre-school

10.10 FEES AND CHARGING STRUCTURE

Policy Statement

At Playpen we believe in open communication with all parents/carers and are therefore presenting this fee policy to ensure that everyone fully understands our charging structure. Our hourly rate is charged to children who do not claim the universal entitlement or who purchase additional hours outside the universal entitlement as set out in our Pattern of Delivery. We are open for 38 weeks a year, closing on Bank Holidays. Our fees do not include any outings, celebrations or entertainment, which is in addition to our usual sessional activities.

Procedures

PAYMENTS

- Fees are payable termly in advance, in accordance with the hourly rate in force at the time.
- Fees are reviewed annually in April.
- Changes to fees will be advised on the notice board, at least one term in advance

Hourly rate from September 2020	£6.15
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ILLNESS/GENERAL ABSENCE

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

CLOSURES

- Fees are not returnable in the event of circumstances beyond our control. (see Closure Policy)

LATE COLLECTION OF CHILDREN

- Children must be collected promptly at the end of each session.
- If a parent fails to collect their child a late collection fee of £5.00 will be charged initially
- Thereafter, a further £8.00 per 15 minutes will be charged.

LATE PAYMENTS OF FEES

- Invoices must be paid within 2 weeks of the date on the invoice if you pay termly or by the end of the week if you pay weekly.
- If you are experiencing financial hardship please speak to one of the owners
- If 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.
- If a child's place is withdrawn due to non payment of fees the pre-school has the right to refuse a place to younger siblings until outstanding fees are settled. Outstanding debts will be collectable for a period of seven years after the debt is accrued

- Children in receipt of the Free Early Education Entitlement will not be able to access additional fee paying hours until any outstanding fees are settled.
- Late payments incur a late payment fee of £10.00.
- Copy invoices incur a £1.00 fee
- Playpen Pre-school reserves the right to withdraw a child's place due to non-payment of fees by giving you 14 days' notice in writing. Upon termination of this contract the child shall cease forthwith to be admitted, and the notice to so terminate shall be regarded as a formal demand for outstanding monies.

PAYMENT METHODS

- Invoices can be settled by bank transfer, cash or cheque. Please make cheques payable to Playpen Pre-school Ltd

3 & 4 YEAR OLD 15 HOUR GOVERNMENT FUNDED EDUCATION

Due to chronic underfunding of the Early Years Sector Playpen can only offer the universal 15 hours of government funded education to its pupils.

The money provided by the Government for funded education only covers a core level of service. The Department For Education makes clear in its Operational Guidance for the Funded 3 and 4 year old places (APRIL 2017) that despite offering "free" childcare to parents the money Early Years settings receive does not cover the cost of certain items and is only intended to cover a basic core offer.

At Playpen we do not offer a basic core service, this means that the Government funding does NOT cover the cost of providing a place for your child at Playpen. It does not cover the cost of providing the additional members of staff we employ above the Government's minimum level required, it does not cover consumables, additional enrichment activities, learning journals or snacks and drinks. We consider these to be essential, we will not compromise our standards so we can keep your child safe and provide an outstanding learning environment and outstanding care for your child.

After a consultation process with parents in 2017 we introduced an additional services charge for children receiving government funding, which will be invoiced each term.

Payments would not be made a condition of taking a Funded 3 and 4 year old place at Playpen however, if we do not receive sufficient additional income through the additional services charge we will not be able to cover the substantial losses we face and will be forced to withdraw from offering the 3 & 4 year old funding or close.

- A child is eligible for the entitlement in line with the Department of Education table below:

A Child born on or between	Will be eligible for 15 hours free nursery education from
1 st April and 31 st August	Start of Term 1 (September) following their 3 rd birthday
1 st September and 31 st December	Start of Term 3 (January) following their 3 rd birthday
1 st January and 31 st March	Start of Term 5 (April) following their 3 rd birthday

- Children who access hours in addition to their free entitlement will be invoiced in the usual way showing how many funded hours your child is receiving in that period and what the additional charges are.

FREE EARLY EDUCATION AND CHILDCARE FOR 2 YEAR OLDS

Some 2-year-olds in England can get free early education and childcare. We take a maximum of 2 Free for Two places per year group. We can only offer two places as the funding does not cover the cost of delivering a place at Playpen

You must be getting one of the following:

- Income Support
- income-based Jobseeker's Allowance (JSA)
- income-related Employment and Support Allowance (ESA)
- support through part 6 of the Immigration and Asylum Act
- Child Tax Credit and/or Working Tax Credit and have an annual income under £16,190
- the guaranteed element of State Pension Credit
- the Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)
- Universal Credit

Children are also entitled to a place if:

- they're looked after by a local council
- they have a current statement of [special education needs \(SEN\)](#) or an education health and care plan
- they get [Disability Living Allowance](#)
- they've left care under a special guardianship order, child arrangements order or adoption order

Playpen Pre-school is registered with Kent County Council to provide free places to entitled 2 year olds, you will need to apply online for your free place at:

<http://www.kent.gov.uk/education-and-children/childcare-and-pre-school/paying-for-childcare/free-childcare-for-2-year-olds>

Once you have received confirmation that your child is eligible for the scheme, give this confirmation to Playpen and we will apply for the funding direct from Kent County Council.

If you require help applying for the funding, please contact Lynne at Playpen on 01474 815403.

Free for 2 places will be offered on a first come first served basis once confirmation of eligibility is received at Playpen.

PATTERN OF DELIVERY OF FUNDED SESSIONS

Please see the patterns of delivery of funded sessions for the Foundation Year (APPENDIX A) and the Stepping Stones Year groups (APPENDIX B) displayed in the Pre-school Foyer.

CLIENT ACCESS TO RECORDS ADMIN FEE

Admin fee of £10 per hour. (Minimum charge for 4 hours applies)