



## 10.3 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.

### NON FUNDED CHILDREN

Our hourly rate of £6.50 is charged to children who do not claim the universal entitlement or who purchase certain additional hours outside the universal entitlement as set out in our Pattern of Delivery.

At Playpen parents of non-funded children can choose from a flexible offer of sessions.

2.5 hour session  
3.75 hour morning session  
6.5 school day session

### FUNDED CHILDREN

We offer the Universal Entitlement of 15 hours of funded education per week. These are offered in blocks of 2.5 hours across the week (see Pattern of Delivery for both year groups which shows where funding can be used)

6 x 2.5 hour sessions per week free  
3.75 hour morning session this includes a fee paying wraparound session of £9.75  
6.5 school day session this includes a fee paying wraparound session of £10.50

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 in advance for the term and invoices must be settled within two weeks of receipt, or a late payment charge will apply.
- Fees are reviewed annually in April.
- Changes to fees will be advised one term in advance

#### 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 receipt of 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- If a child's place is withdrawn due to non payment of fees the pre-school has the right to refuse a place to younger siblings until outstanding fees are settled.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 underfunding of the Early Years Sector Playpen does not offer 30 hours funding and 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 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.

After a consultation process with parents in 2017 we introduced an additional services charge for children receiving government funding, this is invoiced each term and covers certain consumables including daily snacks. Payments are voluntary, however, these payments ensure we can offer the funding to all children and not limit the number of free places we offer.

- 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 <sup>st</sup> April and 31 <sup>st</sup> August	Start of Term 1 (September) following their 3 <sup>rd</sup> birthday
1 <sup>st</sup> September and 31 <sup>st</sup> December	Start of Term 3 (January) following their 3 <sup>rd</sup> birthday
1 <sup>st</sup> January and 31 <sup>st</sup> March	Start of Term 5 (April) following their 3 <sup>rd</sup> 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)