

JACK AND JILL PLAYGROUP

FEE POLICY AND AGREEMENT

Jack and Jill Playgroup operate a service which is fair and competitively priced. We aim to offer a high-quality service in a safe and stimulating environment where the needs of individual children and families are met.

Parents can purchase childcare from 8:30am to 3:00pm Monday - Friday term time only (38 weeks per year).

Currently session rates are £15.00 per 3-hour session and £3:00 per lunch club for those children attending extended care. All sessions not funded by Medway Free Early Education (FEE) funding must be paid. We offer a drop-in breakfast club service. Breakfast club can be accessed from 8:00am until start of session at a cost of £3:00 invoiced weekly. Please ask for details if interested.

SICKNESS

If a child is absent due to sickness or other reasons, the **fee is payable** as the playgroup will have kept their place open and still must employ and pay staff for the session. In the case of continuing illness please speak to the manager(s) as waiving fees for such absences are at the discretion of the playgroup and if your child is funded this may affect funding payments.

HOLIDAYS

The playgroup is closed on all Bank Holidays, no fees are collected. If the playgroup is closed due to staff training, severe weather or through government closure no fees will be collected from parents.

If a child has a holiday that falls during term time, fees are **payable in their absence**. If an extended absence is taken from playgroup please discuss with the Manager(s), decisions will be made on an individual basis as this may affect FEE funding.

PAYMENT OF FEES

Parents requiring places will be asked to agree to and sign our Fees Policy and Agreement as part of their child's terms and conditions of registration.

On registration when you have agreed the sessions a deposit of £30.00 is payable, this will be refunded when your child leaves the provision, on full payment of any outstanding fees.

2 weeks fees must be paid in advance on invoice. A payment agreement method of paying weekly, monthly, termly can be made. All fees must be **paid in full** by the end of each term.

If fees become in arrears of more than 2 weeks, you will be given a written reminder of outstanding fees and your child`s place will be suspended until outstanding fees are paid up to date to prevent further arrears being incurred. Any child who is receiving FEE will be able to remain at preschool for their funded hours only.

If families are experiencing financial difficulties during the year, arrangements can be made at the discretion of the pre-school regarding payment. Please speak to the Manager(s) at the setting. Confidentiality will be assured. If your child`s account is still in arrears, or you leave the setting without full payment being made for your child`s childcare. Then we will make a claim through the Small Claims Court to collect the fees, which may involve you attending court.

Parents are required to give 2 weeks termination notice if your child is leaving the playgroup to finalise accounts.

Parents agree to fees including Medway FEE entitlement will be claimed and payable until the end of term following termination notice.

We accept cash, cheques, bank transfers, childcare credits. Cheques are made payable to Jack and Jill Playgroup.

Account: Jack and Jill Playgroup

Bank: Lloyds Bank

Account: 03735389

Sort Code: 30-97-12

A receipt for cash and cheque fees will be given and the receipt number added on to your child`s account card on each payment.

EDUCATION ENTITLEMENT FUNDING (FEE)

All 3 & 4-year-old children in Medway are entitled to a maximum of 15 funded hours per week. Your child will be eligible for this funding the term after their 3rd birthday. We aim to offer the maximum 5x3 hour sessions to each child receiving funding. We will inform you when your child is eligible for funding and ask you to complete and sign a current FEE contract and parents must produce their child`s birth certificate.

We allocate several spaces each year for those children eligible for 30 hours which will enable us to accommodate the demand for longer hours and more flexible childcare. It is the parent`s responsibility to make the application for 30 hours free childcare and acquire a code. 30 hours funding is available for working parents of children of 3 and 4 years old in Medway where parents meet the criteria for eligibility.

It is **the parent`s responsibility to re-confirm eligibility** every 3 months before the deadline. If the parent becomes not eligible or misses the deadline, then the parent **agrees to pay** the extra 15 hours childcare if they wish to keep their hours or arrears that may have been incurred. It is not the playgroup`s responsibility to remind parents.

Website address: www.childcare-support.tax.service.gov.uk for more information.

You can use these sessions over a combination of sessions am/pm up to your funded 15/30 hours, any extra sessions will be fee paying.

EARLY YEARS PUPIL PREMIUM (EYPP)

The setting can also access an Early Years Pupil Premium (EYPP) payment for some children in our care on completion of parent`s details on the FEE contract. The EYPP can provide valuable extra funding to support extra training and resources to help raise the quality of the care and education. You are not obliged to complete this section of the FEE contract, but it will benefit the setting if you do so.

FREE 2-YEAR-OLD CHILDCARE

To find out if your child is eligible, you may apply through:

www.medway.gov.uk/onlineadmissions

We are registered to accept free childcare place funding for 2-year-olds that have a confirmed eligibility code from Medway Council for up to 15 hours per week. Your 2-year-old free place is usually **applicable the term after confirmed eligibility** and if we have space availability.

All FEE contract hours will be used on the first 5 sessions that your child attends and any sessions after will be fee paying.

DISABILITY ACCESS FUND DECLARATION

Children of 3-4 years, who are in receipt of child Disability Living Allowance and are receiving FEE funding are eligible for the Disability Access Fund (DAF). DAF is paid to the child`s early years setting. Parents must produce a copy of their DAF letter to playgroup confirming eligibility.

TERMINATION OF THE AGREEMENT

Jack and Jill Playgroup reserve the right to terminate the agreement with parents, without notice, in the event of threatening or unsuitable behaviour/language towards staff or others at the pre-school setting, or on non-payment of fees following the non-payment procedure of 2 weeks.

Signed on behalf of the Pre-school: _____ Dated: _____

Signed by parent/carer: _____ Dated: _____

Name: _____ (CAPITALS)

Relationship to child: _____