

Fees

The hourly rate will be reviewed annually. As we aim to keep this as low as possible, there will not be any concessionary rates.

A bill will be sent out each half term for those paying fees. We would expect this bill to be paid within 30 days. An exception to this is Holiday Club bills, which need to be paid in full before the first day of the relevant Holiday Club.

Parents/carers can pay in a variety of ways, which will include daily, weekly, half-termly. They may pay by childcare vouchers from any company that the setting can register with.

Non-payment of fees or late collection charge

Should a problem arise concerning payment of fees, parents should speak to a manager as soon as possible to enable an agreement to be reached regarding payment. Confidentiality will be assured.

If the bill is not paid by the end of the 30 days a late charge of £20 will be added. A further 14 days will then be allowed for full payment.

If fees continue to be outstanding proceedings through the small claims court will be instigated to reclaim the outstanding amount. Parents will also be asked to withdraw their child until the outstanding fee is paid. Any child who is receiving Nursery Education Funding will be able to remain at pre-school for their funded hours only.

Fees charged for children in receipt of the free entitlement (Early Years Funding)

Eligible children are entitled to access up to 15 hours per week of Early Years provision. This can be taken over 38 weeks (term time) as long as the total hours claimed does not exceed 570 hours. Children whose parents meet the criteria may be eligible for 30 hours per week of funded Early Years provision. This can also be taken over 38 weeks (term time) as long as the total hours claimed does not exceed 1140 hours per year.

We will offer funded hours to eligible families only if our capacity allows.

Any offer will be made at the discretion of the Playgroup management and will be subject to availability of sessions.

Any fees charged relate to:

- Hours attended in excess of the free entitlement
- Weeks not funded by the Early Years Funding
- Additional services that are not linked to the free entitlement.

Any parents who are in receipt of funding who do not have their child attend regularly, may lose their place and it is possible they may be asked to repay any funding which is reclaimed by Cambridgeshire County Council.

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club CIO Management Committee	
Held on	19 th January 2022
Date to be reviewed	As and when necessary
Signed on behalf of the management committee	
Name of signatory	Sarah Toule
Role of signatory (e.g. chair/owner)	Chair