



## Fees Schedule

### Schedule of Fees

Non-refundable registration administration fee: £10.00

*This fee is not charged if a child is only accessing government funded hours.*

### **Session rates:**

Morning (9.00am-12.00pm) – 3 hours:	2 year olds	£15.00
	3+ year olds	£15.00
Afternoon (12.00pm – 3.00pm) – 3 hours:	2 year olds	£15.00
	3+ year olds	£15.00
Lunchtime (12.00pm-1.00pm) – 1 hour: (only charged if the afternoon session is not booked)	2 year olds	£5.00
	3+ year olds	£5.00
Early Drop Off (8.30am-9.00am) – 30 mins:	2 year olds	£3.50
	3+ year olds	£3.50
Late Pick Up (3.00pm-3.30pm) – 30 mins:	2 year olds	£3.50
	3+ year olds	£3.50

Late collection fee: £5.00 for each additional 15 minutes per child, or part thereof.

Late payment fee: 15% of the outstanding invoice amount

### **Free Childcare for 2, 3 or 4 year olds.**

All parents and carers of 3 and 4 year old children are able to claim up to 570 hours a year of funded early education and childcare, known as the **universal 15 hours funding entitlement**.

Some parents and carers may also be eligible to claim up to an additional 570 hours a year of funded early education and childcare, known as the **extended 30 hours funding entitlement**.

Some parents of 2 year old children may also be eligible to claim up to 570 hours a year of funded early education and childcare, known as **2 year old funding entitlement**.

Funding is split over 3 funding blocks:

- 1 September to 31 December
- 1 January to 31 March
- 1 April to 31 August

Children qualify for universal funding at the start of the first full funding block of childcare following their 3rd birthday.

For more information about funding options please visit the Northamptonshire County Council website: <http://www3.northamptonshire.gov.uk/councilservices/children-families-education/early-years/Pages/free-childcare.aspx>

In order to secure a funded place for your child you will need to provide all required documentation to the playgroup, including your completed parental declaration and proof of child's identity and home address. For children who wish to claim the extended 30 hours funding or 2 year old funding, we will need to have received and validated your funding code to confirm eligibility for a funded place. A funded place is only guaranteed once we have confirmed this to you in writing.

Any attendance at the playgroup over the free childcare hours claimed by the child will be charged at the prevailing session rates shown above.

### **Refunds**

We do not refund fees where a child is on holiday or ill, as we need to keep the place open for the child. Doing so would place financial constraints on the playgroup.

### **Late collection**

Should you be continually late to collect your child we reserve the right to charge a late collection fee.

Late collection fee:                   £5.00 for the first 15 minutes per child  
                                                  a further £5.00 for every 5 minutes after this.

### **Fee review**

We review our fees annually. Parents/carers will be informed of any planned changes in writing, with a minimum 1 month's notice of any changes taking effect.

### **Payment of Fees**

As a registered charity Tansor Playgroup is a self-funded organisation that relies on prompt payment of fees.

- Fees are invoiced where possible at the start of each term (autumn / spring / summer).
- We accept payment via bank transfer, cheque, employer childcare vouchers, or government childcare vouchers. Full details are given on each invoice.
- For children accessing government funded hours, the invoice will show those sessions where funding has been claimed.
- Fees must be fully paid within 2 weeks of the invoice being issued, unless a payment plan has been agreed in advance with the playgroup, for example if paying with employer childcare vouchers.
- A reminder for unpaid invoices will be sent giving a further 1 week's notice.
- After this period, a late payment fee of 15% of the unpaid invoice value may be charged.
- Tansor Playgroup reserves the right to withdraw the child's place if fees are not settled in full within the agreed time.

- We will pursue the recovery of any outstanding debt through the small claims court.

### **Hardship fund**

We are aware that families have varying financial constraints. We will endeavour to support families if we can, and in certain circumstances can offer assistance to parents through our hardship fund. Please contact the playgroup as soon as possible about any difficulties in paying fees. Confidentiality of all parties is assured.

### **Notification of leaving**

If you wish to withdraw your child, you are required to provide us with at least one month's notice of withdrawing your child. If insufficient notice is given you will be responsible for the full fees for your child for one month from the date of notice. Please refer to our terms and conditions for full details.

A final invoice will be issued reflecting the fees chargeable for the remaining period that your child attends - together with any previously invoiced amounts which remain outstanding.

This policy was adopted at a meeting of

Tansor Playgroup Committee

Held on

3<sup>rd</sup> April 2019

Signed on behalf of Tansor Playgroup Committee

Keri Blunston

Role of signatory

Co-Chair of Playgroup Committee

This policy was reviewed and updated on

18<sup>th</sup> September 2020

Reviewed on behalf of Tansor Playgroup Committee

Karena Corkill

Role of reviewer

Co-Chair of Playgroup Committee