



Fee Paying Policy

As a registered charity, Penhill Playgroup is a non-profit making organisation. However, we still have costs such as rent, staff wages, insurance and bills to pay, and therefore need to make a charge for our service. We try to keep this low and in line with other local settings.

All 3 year olds are eligible for 15 hours childcare funding, per week, but if your child attends more hours than the funding covers, or attends before they are entitled to funding, then you will need to pay for their sessions at Playgroup. Currently, our fees are £12 per session (sessions are usually 3 hours, 9am – 12noon), but this cost will be reviewed annually by the committee.

A child becomes eligible for funding for the Free Entitlement (Early Years Provision) from the DfE (Department for Education) in the term following their third birthday. The 'cut off' dates are 31st December, 31st March and 31st August. So a child born in May would get funding from the following September. The Free Entitlement provides up to 15 hours of funded provision per week, for 38 weeks of the year.

We are also able to take children who are eligible for the Free Entitlement for 2 year olds, but in line with our admissions policy, are unable to accommodate them until they are at least 2 ½ years old. To find out if you are eligible for the 2 year old funding, please contact the Family Information Service 01243 777807 or go to the website www.westsussex.gov.uk and search for 2 year old funding.

In order to claim the 3 and 4 year old Free Entitlement funding, children need to be registered and attending the setting by Headcount day, which is usually a Thursday in the second or third week of term. Children starting after this date may be charged for sessions, unless there are exceptional circumstances, such as moving into the area after Headcount day. If you wish to change your child's hours part way through a term, please speak to the Manager, as it is not possible with the 3 and 4 year old funding from West Sussex, to increase the sessions part way through a term, so you may be charged for any increase in hours that you wish your child to have.

Children entitled to 2 year old Free Entitlement funding can start at any point during the term.

Although Penhill Playgroup is not able to offer the full 30 hours Extended Free Entitlement, we are happy to offer up to 15 hours a week towards it. Parents must apply online www.childcarechoices.gov.uk the term before they wish to start using the funding (the earliest you can apply is the term before your child is able to claim the 3 and 4 year old Free Entitlement) and inform us of their eligibility code, as soon as possible. Parents must also take responsibility for reconfirming their eligibility online every 3 months, to ensure their extended funding continues. Parents must also make it clear on the Funding Declaration Form that they are using Extended Free Entitlement Funding.



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All parents claiming Free Entitlement Funding will be required to fill in and sign the West Sussex Parent Declaration Form and an original copy of the child's birth certificate or passport will need to be seen as evidence of the child's identity and date of birth. For two year old funded children, we will also need your unique 5 digit reference number, which is on your award notice and for Extended Free Entitlement, we will need to know your eligibility code.

As part of the requirements for the funding, a pre-school, playgroup or nursery is inspected by OFSTED (Office for Standards in Education). Our most recent inspection reflected that our setting is "good". Please ask if you would like to see a copy of the inspection report. Alternatively it can be viewed on the OFSTED website www.ofsted.gov.uk

Each term, West Sussex check that the children we are claiming money for are actually attending the setting. This is why it is important to notify us if your child is going to be absent, so that our register is accurate and up-to-date.

If you pay fees for your child to attend, you may pay weekly, monthly or termly, by cash, cheque (made payable to Penhill Playgroup) or via BACS. Receipts will be provided on request. Invoices will be issued for monthly and termly payments, with a due by date.

If we do not receive payment by the due by date, a reminder will be sent out and/or a telephone call made to the parent/carer reminding them that their fees are overdue. If no payment is received or contact made within 2 weeks, a final reminder will be sent to the home address explaining that if fees are not paid within another 2 weeks, then legal proceedings may follow and any late payments will incur an additional £10 late fee.

Fees are due even if your child is absent, whether through parental choice, holiday or illness. However, we want to be accessible to all families, so if you find that you are having difficulty paying, please speak to the Manager, in confidence, as soon as possible, so that alternative arrangements can be made.

For fee paying Parents/Carers, please complete and return this form.

I agree to abide by the payment terms and conditions set out in the Fee-Paying Policy.

Signed _____

Name (please print) _____

Date _____