

Fees, Payments & Funding policy

Statement of intent

At Playhouse Pre-School, we aim to provide high-quality early years education and care that is accessible, sustainable and financially responsible.

This policy sets out our arrangements for registration, sessions, fees, government-funded early education and childcare, payments, absence, refunds, additional charges and unpaid fees.

Playhouse Pre-School operates during school term time and offers places for children from 9 months to 4 years old.

We are committed to being clear and transparent with parents and carers about our fees, funding arrangements and any additional charges.

Registration

Playhouse Pre-School does not charge a registration fee.

Parents and carers are free to register their child with more than one early years provider where they wish to do so. Parents should inform all providers of any funded hours being accessed elsewhere, as funded hours cannot be claimed for the same child for the same hours at more than one setting.

Sessions and Fees

Playhouse Pre-School is currently open for ten sessions per week, during school term time, Monday to Friday.

Our current session charges are:

Session	Time	Current fee
Breakfast Session	8.00am - 9.00am	£6.25
Morning Session	9.00am - 12.00pm	£18.75
Lunch Session	12.00pm - 12.30pm	£3.12
Afternoon Session	12.30pm - 3.30pm	£18.75

Fees will be reviewed annually by the Manager and Owner. Any changes will be communicated to parents and carers in advance and will normally take effect from the beginning of a new term.

Parents and carers will be given reasonable notice of any increase in fees.

Absence and refunds

Fees are payable for the sessions that have been booked for a child, whether or not the child attends.

Fees will therefore normally remain payable when a child is absent due to:

- illness;

- holidays;
- appointments;
- family circumstances; or
- any other reason for non-attendance.

Playhouse does not normally provide refunds or credits for individual sessions missed.

Where the Pre-School has to close unexpectedly, including because of an emergency, severe weather, loss of essential services or another circumstance outside our control, arrangements regarding fees or refunds will be considered on a case-by-case basis.

Government Funding

Playhouse Pre-School offers government-funded early education and childcare places to eligible children.

The current government-funded entitlements include funded provision for eligible children from 9 months, eligible 2-year-olds and eligible 3- and 4-year-olds, subject to the child's eligibility and the applicable government and local authority rules.

Funding is provided for the number of weeks and hours specified under the relevant entitlement. Playhouse operates during school term time and funding is administered in accordance with the current arrangements agreed with the local authority.

Parents and carers must provide accurate information about any funded hours their child receives from another provider. A child may attend more than one setting, but the child's total funded entitlement must not be exceeded.

Playhouse will claim funding only for eligible hours actually agreed and recorded in accordance with the local authority's funding requirements.

Accessing funded hours

Funded hours must be available to eligible families free of charge.

Playhouse will not make a mandatory charge or require parents to purchase additional services as a condition of accessing their child's funded entitlement.

Where permitted under the current funding arrangements, parents may choose to purchase additional private hours or optional services separately from their funded entitlement.

Any additional privately paid hours will be charged at Playhouse's published rates.

Additional hours

Where a child attends for more hours than their funded entitlement covers, the additional hours will be charged at the current Playhouse session rate.

Parents will be informed clearly of the additional hours and charges before they are agreed.

Meals, snacks and other consumables

Government funding is intended to cover the funded early education and childcare provision. It does not necessarily cover additional costs such as meals, snacks and other consumables. Providers may charge for these where permitted, but such charges must be voluntary and must not be a condition of accessing a funded place.

Where Playhouse provides food or drinks, these will be provided in accordance with the EYFS Nutrition Guidance. Food and drinks provided by the setting will be healthy, balanced and nutritious.

Parents will be informed of any applicable charges for meals, snacks or other consumables before they are incurred.

Where parents provide packed lunches, they remain responsible for providing suitable food for their child and should follow the information provided by Playhouse regarding healthy eating, allergies and food safety.

Funding Patterns

Playhouse will agree funded sessions with parents and carers in accordance with the child's eligibility, the hours available at the setting and the local authority's current funding requirements.

Funding may be arranged across the available Playhouse sessions, subject to the terms of the relevant entitlement.

Where a child accesses more hours than their funded entitlement, the additional hours will be charged at the appropriate private rate.

Parents will receive clear information about:

- the funded hours being claimed;
- any additional private hours;
- any applicable charges;
- the pattern of sessions agreed; and
- the payment arrangements.

Funding arrangements may change when a child moves between age-related entitlements or when government or local authority guidance changes.

Playhouse will communicate any changes that affect a child's place or charges to parents and carers.

Payments

Fees for privately paid sessions are payable in advance.

Invoices will normally be issued at the beginning of each month and will state the amount due and the payment deadline.

Payment may be made by:

- BACS;
- cheque payable to Playhouse; and
- approved childcare voucher or other payment schemes accepted by Playhouse.

Cash payments may be accepted where agreed with the Manager. Cash should be provided in a clearly labelled envelope showing:

- the child's name;
- the amount enclosed; and
- the date.

Parents using childcare vouchers or another payment scheme should provide the relevant provider details to the Manager so that payments can be correctly identified and allocated.

Unpaid Fees

Playhouse understands that families can sometimes experience unexpected financial difficulties.

If a parent or carer believes they may have difficulty paying their fees, they should contact the Manager as soon as possible. We will consider whether an individual payment arrangement can reasonably be agreed.

Any payment plan must be agreed with the Manager in advance and confirmed in writing.

Where fees are not paid by the due date, Playhouse may:

1. contact the parent or carer to remind them of the outstanding balance;
2. issue a further written reminder;
3. agree a payment plan where appropriate;
4. apply any late payment charge that is stated in the setting's terms and conditions;
5. review the continuation of privately funded sessions where fees remain unpaid; and
6. where necessary, take appropriate steps to recover outstanding debts.

A late payment charge of £10 per week may be applied where fees remain overdue, where this is permitted under the agreed terms and conditions.

Where fees remain persistently unpaid and no satisfactory arrangement has been made, Playhouse may give formal written notice that the child's privately funded place will be withdrawn.

Before withdrawing a place, the Manager will consider the circumstances of the family and any relevant safeguarding, welfare or inclusion considerations.

Withdrawal of a place will not remove the parent's or carer's responsibility to pay outstanding fees.

Where necessary, Playhouse may pursue an outstanding debt through the appropriate legal process, including the small claims procedure.

Funding Changes and Eligibility

Parents and carers are responsible for providing accurate information needed to establish their child's eligibility for funded childcare.

Parents should notify Playhouse promptly if:

- their eligibility changes;

- their working circumstances change;
- they receive funding at another setting;
- their child's funded hours change; or
- any information provided to the setting is no longer accurate.

Playhouse will follow the current local authority and government funding guidance when determining and claiming funded hours.

Funding is subject to eligibility, attendance, the child's entitlement and the requirements of the relevant funding scheme. Funding arrangements may therefore change during a child's time at Playhouse.

Financial Records

Playhouse will maintain appropriate records of:

- fees charged;
- payments received;
- outstanding balances;
- funded hours claimed;
- privately paid hours;
- funding documentation; and
- any agreed payment arrangements.

Financial and funding information will be handled confidentially and in accordance with the setting's Confidentiality Policy and Data Protection requirements.

This policy was agreed by the staff of Playhouse Pre-School Broadwater.

Adopted on 23rd April 2015 and will be reviewed annually.

Reviewed on 24th September 2026 by Z. Munford