



**Playhouse Pre-school  
Broadwater**

## **Fees, Payments & Funding policy**

### **Statement of intent**

At Playhouse we charge fees for each session that is available at the Pre-School to cover our costs and to benefit the children attending the Pre-school. This policy sets out the current charges that are made for each child attending the Pre-school the timing of payments, refunds and non-payment of fees.

### **EYFS Key Themes and Commitments**

<b>A Unique Child</b>	<b>Positive Relationships</b>	<b>Enabling Environments</b>	<b>Learning and Developing</b>
<b>1.2 Inclusive practice</b>	<b>2.1 Respecting each other</b>	<b>3.3 The learning environment</b> <b>3.4 the wider context</b>	

### **Registration**

Here at Playhouse we do not charge a registration fee and feel that parents should be free to register their child with as many settings

### **Sessions and Fees**

The Pre-School is currently open for ten sessions a week, school term time only Monday to Friday.

Playhouse Pre-School charges for each session are as follows:-

- Breakfast Session 7.30 to 9.00 £9
- Morning Session 09.00 to 12.00 £16.50
- Lunch Session 12.00 to 12.30 £2.75
- Afternoon Session 12.30 to 15.30 £16.50

We offer government funding to eligible children. Children are entitled to 15 or 30 funded hours per week from the term following their third or second birthday where applicable for 38 weeks of the year, subject to LEA guidelines. Funding is claimed for three full terms a year being Autumn, Spring and Summer. A child can attend sessions at more than one setting but the total funded sessions must not exceed the allocated hours for each full term. All additional sessions above the funded allocation will be charged at the above rates.

## Fees, Payment and Funding Policy

Session fees will be reviewed annually by the Manager, with any changes to be implemented at the start of the term. Any increases deemed necessary will be advised in writing with at least one-half terms notice being given before the increase will become effective.

There will be no refunds and fees will still be charged for non-attendance due to the children being absent for any reason including sickness.

### **Timing of payments**

Fees are payable in advance. Invoices will be issued at the beginning of every month, as required to the parent/guardian of each child attending and payment will be due by the date detailed on the invoice.

Payment can be made by cheque payable to Playhouse or by BACS the full details to be quoted can be found on the invoice issued. We do also accept childcare vouchers and request that full provider details be submitted to the setting manager to ensure these can be collected in the correct format. Cash payments may also be considered but must be handed to the setting in an envelope, your child's name, amount enclosed and date written clearly on it.

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

Adopted on 23<sup>rd</sup> April 2015 and will be reviewed annually.

Reviewed on 7<sup>th</sup> July 2023 by Z. Munford