

JACK AND JILL PLAYGROUP

FEES POLICY AND AGREEMENT

Jack and Jill Playgroup operate a service which is fair and competitively priced. We aim to offer a high quality service in a safe and stimulating environment where the needs of individual children and families are met.

Parents are able to purchase day care from 9:00am to 3:30pm Monday - Friday term time only (38 weeks per year).

Currently session rates are £9:00 per 3 hour session and £1:50 per lunch club for those children attending extended care. All sessions not funded (NEF) must be paid for.

SICKNESS

If a child is absent due to sickness or other reasons the fee will remain in place as the preschool will have kept their place open and still have to employ and pay staff. In the case of continuing illness please speak to the administrator as waiving fees for such absences are at the discretion of the preschool and if your child is funded this may affect funding payments.

HOLIDAYS

The pre-school is closed on all Bank Holidays, no fees are collected. If the playgroup is closed due to staff training, bad weather etc no fees will be collected. If a child has a holiday that falls during term time, fees are still payable in their absence. If an extended absence is taken from playgroup please discuss with the administrator, decisions will be made on an individual basis or this may affect NEF funding.

PAYMENT OF FEES

Parents who have non-funded children (fee paying) requiring places will be asked to agree to and sign our Fees Policy and Agreement as part of their child`s terms and conditions of registration. On registration when you have agreed sessions, 2 weeks fees in advance must be paid and then a payment agreement method of paying weekly, monthly, termly can be made. All fees must be paid in full by the end of each term.

If fees become in arrears of more than 2 weeks, you will be given a written reminder of outstanding fees and your child`s place will be suspended until outstanding fees are paid up to date to prevent further arrears being incurred. Any child who is receiving Nursery Education Funding (NEF) will be able to remain at preschool for their funded hours only.

If families are experiencing financial difficulties during the year arrangements can be made at the discretion of the pre-school regarding payment. Please speak to the Administrator/Supervisor. Confidentiality will be assured.

Parents are required to give 2 weeks termination notice if your child is leaving the playgroup to finalise accounts.

We accept cash, cheques, bank transfers, childcare credits. Cheques are made payable to Jack and Jill Playgroup. For our bank details please speak to our Administrator. A receipt for fees received will be given and the receipt number added on to your child`s account card on each payment.

NURSERY EDUCATION FUNDING (NEF)

All 3 & 4 year old children in Medway are entitled to a maximum of 5 funded sessions per week. Your child will be eligible for this funding the term after their 3rd birthday. We will always endeavour to offer the maximum 5x3 hour sessions to each child receiving funding. We will inform you when your child is eligible for funding and ask you to complete and sign the current NEF form. We also ask to see a copy of your child`s birth certificate (if we have not already) and return this with a completed funded session form.

You are able to use these sessions over a combination of sessions am/pm up to your funded 15 hours, any extra sessions will be fee paying.

The setting can also access an Early Years Pupil Premium (EYPP) payment for some children in our care on completion of parent`s details on the NEF Parental Declaration Form. The EYPP can provide valuable extra funding to support extra training and resources to help raise the quality of the care and education. You are not obliged to complete this section of the NEF but it will greatly benefit the setting if you do so.

We are also registered to accept free childcare place funding for 2 year olds that have confirmed eligibility from Medway Council for up to 15 hours per week.

All NEF hours will be used on the first 5 sessions that your child attends and any sessions after will be fee paying.

TERMINATION OF THE AGREEMENT

Jack and Jill Playgroup reserve the right to terminate the agreement without notice, immediately in the event of unsuitable behaviour/language of parents towards staff or others at the pre-school setting, or on non-payment of fees following the non-payment procedure of 2 weeks.

Signed on behalf of the Pre-school: _____ Dated: _____

Signed by parent/carer: _____ Dated: _____

Name: _____ (CAPITALS)

Relationship to child: _____