

6.5 Prices, Terms and Conditions

Intake

Our intake age for children at St. John's Playgroup equates to the term before a child's third birthday (approximately 2.9 years old). Children are required to attend for a minimum of six hours. If you require less, please discuss with the manager. An "All About Me" is a requirement to be filled in and forms part of our registration conditions as is the production of a birth certificate or passport to verify a child's age. If you require assistance filling in the registration document or the "All About Me" document please speak to the manager, Hazel Hilton. We do not take children wanting to defer from school, our cut off is 4 years and 11 months.

Fees do not include:

Mid-morning snacks. The snack will be 30 pence per day (voluntary contribution) payable at the beginning of each term. If you do not wish to pay, we ask that you speak to the manager about this before starting pre-school order to discuss an alternative with you.

Holidays and Bank Holidays:

There is no charge for bank holidays or when the playgroup is closed for term time holidays.

Fees:

We are registered to receive the Free Early Education Entitlement (FEEE) which is available to all children over the age of 3 and covers the cost of 15 hours of education per week during term time (the term after a child's third birthday). We will be happy to provide more information on FEEE funding when you visit or call the playgroup setting. We also accept childcare vouchers as forms of payment. We also provide up to 30 hours FEEE, where applicable.

The FEEE hours can be taken between 8.30 am to 2.30 pm. Either taken in full days (8.30 to 2.30 pm) or half days (8.30 am to 11.30pm or 11.30 to 2.30 pm). We offer an after-school session that is not included in the Free Early Educational Entitlement.

Non-funded fee hours are: £7.00 an hour payable termly in advance for children **aged 2 - 2.11 years old**.

No-funded fee hours are: £5.50 an hour payable termly in advance for children **aged 3+ years and over**.

(Fees are subject to change; contact the playgroup manager for details).

Fees must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time please discuss with Martin Douglas, the committee chairperson, or Hazel Hilton, the manager. For your child to keep her/his place at the setting, you must pay the fees in advance. The fees will be due on your child's first day at playgroup at the beginning of each term. Failure to pay on the due date may lead to your child's place being withdrawn. Fees have to be paid termly in advance. We are in receipt of nursery education funding for the term after the child's 3rd birthday; where funding is not received, then fees apply. Any additional sessions you may take will be charged one month in arrears and must be paid promptly as per the invoices date. Any late payments will have a 3% interest charge applied above our banks base rate for every day this is overdue and a £25.00 administration fee applied. Parents are asked to notify pre-school if their child will be absent through illness, holiday etc. In the event of absence, we cannot refund or substitute alternative sessions. Fees are non-refundable.

We require that you give a full terms notice in writing of your intention to transfer to another setting, leave or to stop your child's non-funded hours. If the reason for leaving mid-term is beyond your control, we will fully support the transition. Otherwise we reserve the right to charge you for the remainder of the half term term you have signed up for.

Late collection: Additional fees are payable if you are late collecting your child. A fee of £5 per every 15 minutes applies.

Setting Opening Hours

We are open for	38	Weeks each year.
We are closed	14	Weeks each year
We are open for	5	days each week
The times we are open are	8.30 to 2.30 (FEEE) 2.30 – 3.15 pm (extra paid for session) Monday to Friday	

We provide care and education for young children between the ages of 33 months up to 60 months old. Free Early Educational Entitlement (FEEE) hours are offered as indicated below (where applicable/available)

	8.30am -11.30 am	11.30 am – 2.30 pm	2.30 pm – 3.15 pm (paid for session £5.00)
Monday	FEEE	FEEE	Not offered in the FEEE entitlement
Tuesday	FEEE	FEEE	Not offered in the FEEE entitlement
Wednesday	FEEE	FEEE	Not offered in the FEEE entitlement
Thursday	FEEE	FEEE	Not offered in the FEEE entitlement
Friday	FEEE	FEEE	Not offered in the FEEE entitlement

Before your child commences preschool, please bring along your child's birth certificate or passport for identification conformation. This is in line with our policies and procedures, many thanks Hazel Hilton (manager)

Provider details of the charges made for consumables and additional services and itemised details of what these charges relate to:

- Free Early Educational Entitlement (FEEE). FEEE hours available are set between the hours, 8.30 am to 2.30 pm (zero charge). Monday to Friday. Term time only, where available and applicable.
- We also offer half days when available 8.30 am – 11.30am or 11.30 pm – 2.30pm
- Consumable Charges: Zero.
- Non-funded half day session (3 hours), 2-year-old £21.00.
- Non-funded full day sessions (6 hours), 2-year-old £42.00.
- **Non-funded session (3 hours) 3+ year-old £16.50.**
- **Non-funded full day session (6 hours) 3+ year-old £33.00.**
- **After School Session** (non-mandatory): This is set between, 2.30pm to 3.15 pm = 0:45 mins, the cost is £5.00 per session. The after-school session cannot be used as part of the FEEE scheme.
- Voluntary snack fee: £0.30 per day attended. If you do not wish to pay this voluntary donation, or are experiencing financial difficulties, please discuss this with the manager. If you are in receipt of Early Years Pupil Premium, you will not be asked for a voluntary contribution. Any information shared will be treated in the strictest confidence. The voluntary charge will be added onto your invoice, unless you inform us that you are unable to make the contribution. We are happy for you to provide your own snack; however, this **must** be a piece of fruit or vegetable, not a health bar type of snack, sweets, biscuit or chocolate.
- Snack consists of a selection of fresh fruit, vegetables or a healthy snack, milk and water. The children have a selection of 4/5 items daily to choose from. Water is available throughout the day.