



## Milborne Ladybirds Playgroup

### **FEE CHARGING & GRANT POLICY**

- At the beginning of the school term following a child's 3<sup>rd</sup> birthday they are entitled to free child care. This is currently 15 hours per week for all 3 and 4 years olds as per the Dorset County Council Free Early Learning and Childcare Funding Parental Agreement. Some children may be eligible for 30 hours free childcare dependant on family circumstances. Current eligibility criteria can be found on the Dorset For You website
- Some 2 year olds also qualify for 15 hours free child care. Parents who are eligible will receive a letter from Dorset County Council informing them of this entitlement. This letter or 'Golden Ticket' must be given to Ladybirds before the child starts or an invoice will be raised with charges as per current 2 year old fees.
- Children eligible for free childcare will be issued with a funding form at the beginning of each term. This form must be signed by the parent/carer and returned within one week of issue. Failure to do so may result in fees being charged for the sessions the child attends preschool.
- Any Child in receipt of grant funding who is absent for more than 10 sessions per term and the parent/carer does not notify the Playgroup of an acceptable reason may, under the Dorset County Council conditions of receipt of grant, risk losing their funding and also their place at the Playgroup.
- Any child who does not receive Grant funding or attends more than the 15 hours will be charged fees at the prevailing published rates. These prices are available from the Treasurer, Leader and are also on the Ladybirds website.
- In the event of a child who pays fees becoming 3 years old while not receiving grant funding the rate being charged will change to the 3 year rate on their birthday.
- Fees are charged monthly in arrears by invoice issued at the end of each calendar month and payment is expected within 7 days of date of invoice. Except at the end of the summer term when July will be invoiced in advance.
- If a parent experiences difficulty in paying fees they should contact the Treasurer in confidence to agree a payment plan.
- Fees continue to be payable if the child is absent for any reason – i.e. illness or holiday.
- A reminder invoice will be issued after 2 weeks of non-payment.

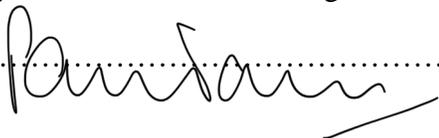


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- Failure to pay fees following receipt of a reminder invoice could result in the child not being allowed to attend Preschool.
- If a child is denied access to preschool due to unpaid fees the Management Committee cannot guarantee their place will be reserved following payment of outstanding fees.
- If a parent/carer wishes to remove a child from the Playgroup, whether they are grant funded or pay for the sessions they must give a minimum of 4 weeks' notice. Please note that the notice period is deemed to only include term time. Half term or end of term holiday is not part of the notice period.
- On 'Party Days' (Christmas and End of Summer term) and 'Trips'; a responsible adult must accompany each child who would not normally be in on that session, otherwise the normal hourly fee will be charged. If the child becomes the responsibility of the Ladybirds staff, this is a chargeable extra. This applies to all children despite their grant funding entitlement.
- Any queries regarding funding forms or fees should be directed to the Leader – Liz Dyer 07771 512427

### Reviewing the Policy

Fee Charging Policy will be kept under review and will be reviewed annually.  
This policy was reviewed on 25 August 2020

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..... Chairperson