

# **Sedgeberrow Playgroup**

## **Admissions and Fees Policy**

Sedgeberrow Playgroup is registered with Ofsted to care for [22] children, between the ages of 2 and 5, primarily serving the children of Sedgeberrow village and surrounding areas of catchment to Sedgeberrow C of E School.

Places are offered on the following order of priority:

1. Staff / children ratio
2. Children in the catchment area of Sedgeberrow C Of E School. (Sedgeberrow, Hinton On The Green, Aston Somerville)
3. Siblings of children already attending the Playgroup
4. In date of birth order

### **Registration**

When an enquiry regarding places is made, parents or carers will be given all the relevant Playgroup information, including:

- Information regarding availability of places
- Details of the Admissions and Fees policy
- Application to join form

If a place is available, the parents and child will be invited to visit the Playgroup for an induction. When a place is offered a Registration form, Terms and conditions contract will be given to parents to be completed. The child will be able to attend the Playgroup as soon as the completed forms are received and a place is available.

If no places are available the parent will be informed and the child's name added to the waiting list. As soon a suitable place becomes available parents will be informed.

### **Booking procedure**

Parents must complete the necessary paperwork, ie contract, registration, medical, booking and photo permission forms, before their children can attend the Playgroup.

- **Permanent place:**  
Once booked, if a child does not attend for any reason, parents will still be charged an administration fee for the place. If they wish to cancel the place altogether, a half term's notice in writing is required.

### **Fee structure**

#### **Funded Places Free Early Years Education Places for 3 and 4 year olds**

##### **When Can my Child have a funded place**

Children who are 3 between:	Will have a funded place from the following:
1 April and 31 August	September
1 September and 31 December	January
1 January and 31 March	April

Each 3 and 4 year old child is entitled to 15 hours of early education per week for 38 weeks of the year free of charge. To receive the full 15 hours of free early education the child must attend for a minimum of 3 days each week, however fewer hours can be taken over 1 to 5 days.

If a child attends more than the funded 15 hours parents will be charged at the normal playgroup rate of £5.50 per hour for the additional hours.

If parents have any questions on funding they can speak to Colette Malin or additional information can be obtained from [Free childcare for 3 and 4 year olds | Worcestershire County Council](#)

## [Apply for 30 hours of childcare for 3 and 4 year olds](#)

[Apply for 30 hours of childcare for 3 and 4 year olds | Apply for 30 hours of childcare for 3 and 4 year olds | Worcestershire County Council](#)

All 3 and 4 year olds are entitled to 570 'universal' hours of free childcare per year (15 hours a week) – see [Free childcare for 3 and 4 year olds](#) for more information. However, if eligible, you're entitled to an additional 570 hours of free childcare for the year (additional 15 hours a week, so 30 hours a week in total).

These hours can be used in many different ways such as 30 hours per week for 38 weeks of the year, or fewer hours per week for more than 38 weeks of the year. Your childcare provider will have more information about what they can provide to you.

## To be eligible for the additional hours:

- you, and any partner, must each expect to earn (on average) at least £142 a week (equal to 16 hours at the National Minimum or Living Wage)
- if you, or your partner, are on maternity, paternity or adoption leave, or you're unable to work because you are disabled or have caring responsibilities, you could still be eligible.

You can't get the additional hours of free childcare if you, or your partner, expect to earn £100,000 or more.

[Apply for 30 hours of childcare for 3 and 4 year old fostered children](#)

## When do the free hours start?

We recommend that you apply in advance as the process to provide a validity code for the additional hours can take up to three weeks, particularly if you are self-employed.

Once you have a code to give your provider, you can start using your free hours from the beginning of the term following your child's third birthday. Term dates are fixed and are 1 April, 1 September and 1 January. If you receive your code after these cut off dates, then you will wait until the following term to use your free hours.

## When can my child have a free place?

[Funding starts the term after the child's third birthday](#)

## How do I apply for a place

You can apply for 30 hours via the [HM Government Childcare Choices \(opens in a new window\)](#) website. If you are eligible you will be given a '30 hours eligibility code' to enter on to your Parent Declaration Form. This includes giving your consent for the code and your details to be validated. If you do not give your consent, your code cannot be validated and you cannot take up your additional hours.

## What happens if I stop being eligible?

Your child will enter 'the grace period' when you stop meeting the eligibility criteria. Worcestershire County Council will be able to access information about whether or not your child is in the grace period and will let your provider know. Your provider will then be able to tell you when the grace period will end and when your child will stop receiving their additional 15 hours.

In exceptional circumstances, Worcestershire County Council might extend the grace period and allow you to receive your free hours for longer. This would be to support stability or continuity for a child experiencing difficult circumstances, such as the death of a parent or domestic violence. If this is the case then your childcare provider will apply to Worcestershire County Council on your behalf and let you know whether or not your grace period can be extended.

**Please note that playgroup is open for 39 weeks of the year but funding only covers 38 weeks of the year; Therefore, you will be invoiced during the summer term for any additional hours over the 570 hours of universal funding (15 hours funding per week), or for any additional hours over the 570 hours (30 hours funding per week)**

### **Fees for non funded children**

Fees are charged at £5.50 per hour for 2 and 3 year olds. Some families may be entitled to 15 hours free funding please look on the Children First Website [Free childcare for 2 year olds | Worcestershire County Council](#)

[Who is eligible for two year old funding? | Who is eligible for two year old funding? | Worcestershire County Council](#)

We are also registered to accept childcare vouchers.

- Fees are payable Half termly in advance
- Fees can be paid by cheque, cash
- There is a charge of £10 per 15 minutes for late collection, which will be added to the next invoice
- The Playgroup accepts childcare vouchers
- Fees are charged for booked sessions whether the child attends or not
- If your child is ill and absent for more than 3 consecutive weeks, we can offer a reimbursement. This applies to non-funded children. If your child is ill under 3 weeks or away for other reasons e.g., holidays, no reimbursement is possible.

## Payment of fees

Fees are reviewed annually by the registered body. The Playgroup will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the manager at the earliest opportunity. Any queries regarding fees should be directed to the manager.

If fees are not paid, the Playgroup will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time, we recommend that they arrange a meeting with the manager as soon as possible.

Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the Playgroup being withdrawn.

If the fees remain unpaid after all the above options have been explored, the Playgroup may have to cancel the child's place.

This policy was adopted by Sedgeberrow Playgroup	Date: 30.08.2017
To be reviewed: 30.08.2022	Signed: C. Malin

Written in accordance with the EYFS welfare requirements: *Safeguarding and promoting children's welfare* and *Documentation*.