



Milborne Ladybirds Playgroup

FEE CHARGING & GRANT POLICY

- At the beginning of the school term following a child's 3rd birthday they are entitled to free child care. This is currently 15 hours per week and adheres to the Dorset County Council Free Early Learning and Childcare Funding Parental Agreement.
- Children eligible for free child care 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 under 3 years old or in child care for more than the free hours will be charged fees.
- The current rate is £8.50 per 3 hour session; £2.50 per Lunch Club and 75p per Early Bird session.
- An invoice will be issued at the beginning of each half term and payment is expected within 7 days of date of invoice.
- 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.
- 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 holidays are not part of the notice period.



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- Any queries regarding funding forms or fees should be directed to the Treasurer – Peter Anthony 01258 837089.

Reviewing the Policy

Fee Charging Policy will be kept under review and will be reviewed annually.
This policy was reviewed on 29th February 2012

..... Chairperson