



## St. Mary's Playgroup

### Fees and Payment Policy and Procedure

St. Mary's Playgroup is a registered charity and all income received from fees or funding is used to cover rent, staff wages, replacement of equipment and to update resources. The prompt payment of fees is vital to help us meet our financial obligations.

#### What funding is available?

Government funding helps families access high-quality early education and childcare. Depending on your child's age and your family circumstances, you may be entitled to 15 or 30 hours of funded childcare during term time.

Below is a simple overview of the different funding options available.

#### 30 Hours Funded Childcare

For working parents of children aged 9 months and over (St Mary's Playgroup take children from 2 years of age)

Eligible working parents can access up to 30 hours per week during the funded term for their child from the term after they turn 2 years old.

#### 15 Hours Funded Childcare

Available for all children the term after their 3<sup>rd</sup> birthday, and some 2 year olds.

All children aged 3 and over are entitled to 15 hours per week of funded childcare.

Some children aged 2 years old may also be eligible for 15 hours depending on their family's circumstances.

#### Who is eligible?

The expansion of 15 and 30 hours is aimed at working families.

What qualifies as a "Working family"?

- You, and any partner, must each expect to earn (on average) at least £167 per week
- 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
- The Government does not include you in their definition of working family if you, or your partner, each individually expect to earn £100,000 or more per year. If you do not meet the Government's working family definition, your child will still be eligible for 15 hours funding the funded term after they turn 3.



In addition, if your family already receives other government support, you may be eligible for 15 hours funding the funded term after your child turns 2.

For two year olds go to [Free early education for Early Learning for 2 year olds | Oxfordshire County Council](#)

**How can I apply?**

You will need a valid eligibility code from HMRC to claim working entitlement.

**Check you are eligible** -please go to [Best Start in Life - Best Start in Life](#) find out more about whether you are eligible.

Check when you can apply - you need to apply the funded term before you want to take up the place.

if eligible, you will get an online childcare account and a code for the funded hours.

If you use Tax Free Childcare, once you reconfirm your entitlement, you will then receive your code

Give the code to us - along with your national insurance number and your child’s date of birth. We will check if your code is valid, you will be asked to complete a parent declaration form.

we will claim funding directly from the local authority and apply the funding to your invoice

**Reconfirm** - you must confirm your details are up to date every 3 months or your code expires.

**How we offer funding at St Mary’s Playgroup**

St Mary’s Playgroup is open term time only (38 weeks per year)

Our Opening times are

**Monday to Friday 9am till 3pm**

<b>Morning Sessions</b>	<b>9am till 12.00pm</b>	<b>3 hours</b>
<b>Afternoon session</b>	<b>12.00pm till 3.00pm</b>	<b>3 hours</b>
<b>All day session</b>	<b>9.00am till 3.00pm</b>	<b>6 hours</b>

Children who are entitled to 15 hours funded hours, are able to have 5 sessions each week. These sessions must be the sessions you are booked in for each week and can’t change on a weekly basis.

Sessions can be taken as 5 mornings, 5 afternoons, 2 full days and a morning or afternoon.



Children who are entitled to 30 hours funding are able to attend All day sessions up to 5 days a week.

Please only book your child in for the number of sessions you are going to use.

We understand sometimes children are sick please ring or message on the first day of your child's absence.

Short term holidays may be taken in term time. Please let playgroup know if your child will be absent for a short holiday.

St Mary's Playgroup reserves the right to reduce sessions if your child is not using them on a regular basis. This is the policy for Oxfordshire County Council.

Additional hours can be requested if needed, providing sessions are available.

<p>Additional private hours @ £15.00 per session Our session times are: (3 hours) 9.00am – 12.00pm or 12.00pm till 3.00pm (6 hours) A full day 9.00-3.00pm (2 sessions)</p>	<p><b>£15.00 per session</b></p>
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<p>Early morning starts are available from 8.30am as an optional extra for funded or non-funded children at a charge of:</p>	<p><b>£2.00</b></p>
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**Invoicing**

Every child will receive an invoice clearly showing funded hours and non- funded hours if applicable.

Invoices will be sent out termly by email 3 times a year unless there is changes to your child's sessions or early morning starts.

**Methods of payment**

All fees must be paid in full by their due date to St. Mary's Playgroup. This can be done by:

- Bank transfer - details will be on your invoice.

All payments must be clearly labelled with the amount and your child's name.

**Late payment of fees**

St. Mary's Playgroup is committed to supporting families that encounter unexpected financial difficulties. If you would like to pay your invoice through instalments, or are having difficulty in paying your bill, please speak to the Playgroup Manager as soon as possible after receiving the invoice.



In all other cases, where fees are unpaid after the due date, the following actions will be taken:



- An email or text reminder requesting payment of fees will be sent to you.
- If we do not receive payment, a final reminder will be sent 7 days later.
- In addition, St. Mary's Playgroup reserves the right to exclude your child from attending any additional hours and they will only be able to access any funded entitlement until the outstanding balance has been paid in full.
- In all cases, we may pursue legal action to recover any outstanding debts, and any fees associated with this course of action will be passed on to the parents/carers concerned.

**As early mornings are optional as and when parents want or need them. We will invoice the parents at the end of the month in arrears.**

**Notice Period:** Notice Period (Parents) Notice Period:

- 14 consecutive days (includes weekends, holidays, and closure days).

Example: Notice given on 27th March → Funding ends 10th April.

If You Move Provider Early:

- You must pay the new provider until the 14 days are finished.
- The new provider cannot claim funding until the notice period ends.

When Funding Can Still Be Claimed: A provider can claim the 14 days only if:

- Their notice period is in their policy, and
- You have signed agreeing to it.

Funding counts from your child's last attendance or the date you gave notice—whichever is earlier.

**Late collection Fees:** We understand that sometimes out of your control you may be late picking up your child. Two members of staff have to wait with your child so if you are continually late, we will be charging a late fee of £30.00.

**Consumables:**

We DO NOT CHARGE for consumables.

Parents are expected to supply wet wipes, nappies/pull ups if your child wears them.

A healthy lunchbox (if your child attends for an afternoon session or an all-day session)