



## Fee's and funding Policy

### Policy Statement

Coaley Village Playgroup is a charity-run preschool committed to providing high-quality early years education while keeping fees as affordable and transparent as possible. This policy explains our session fees, funded early education entitlement, and how charges are applied.

If there are any concerns about fees or payment of fees generally, parents are requested to talk to the Playgroup Manager or Finance Manager. This fee policy forms part of your contractual agreement with Coaley Playgroup.

### Deposit

If you would like to secure a space for your child we need a deposit of £50 which will then be deducted from your first bill when your child starts our setting. We recommend a visit to the setting prior to making the deposit payment. Payment should be made via BACS using the details on the following page.

### Rates

Fees are charged per hour for a morning or all day session.

We charge an hourly rate for all children attending the preschool:

- 2-year-olds: £8 per hour
- 3-4-year-olds: £7 per hour

The hourly rate is reviewed annually in line with the national minimum wage and cost of living. Parents will be given reasonable notice of any changes to fees or funding arrangements.

Fees are calculated based on the number of hours your child attends. There is no discount for multiple siblings within the setting

### Funded Early Education Entitlement

We accept government-funded early education entitlements, subject to eligibility and availability.

### 3-4-Year-Old Funding

All children become entitled to 15 hours of funded early education from the term after their third birthday (term time only).

Working parents of 3 & 4 year olds may be eligible for an additional 15 hours per week, totalling 30 hours of funded childcare per week. This is subject to eligibility criteria set by the government. Parents are responsible for applying for this funding and providing a valid eligibility code, which must be reconfirmed every term.



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### **2-Year-Old Funding**

#### **Working families**

Eligible working parents of 2 year olds can apply for 30 hours of funded childcare. This is subject to eligibility criteria set by the government. Parents are responsible for applying for this funding and providing a valid eligibility code, which must be reconfirmed every term.

#### **Low income families**

Some 2-year-olds may be eligible for 15 hours of funded childcare per week (term time only), depending on family circumstances. Parents must apply for this funding and provide the preschool with confirmation of eligibility.

Coaley Village Playgroup is currently open for 26 hours per week therefore able to offer 26 hours of the thirty hours childcare to any entitled families.

### **Charging for Additional Hours**

If a child attends for more hours than their funded entitlement, the additional hours will be charged at the standard hourly rate for their age group.

For example:

- A child eligible for 15 funded hours who attends 20 hours per week will be charged for the additional 5 hours.

### **Snack Fee**

We charge a fee of £1 per session, which contributes towards the cost of providing healthy snacks for the children.

- The snack fee is not a condition of accessing a funded place. Parents may choose to opt out of the additional fee by informing the preschool in writing.
- The fee will be automatically added to your invoice for transparency.

### **Lunch Provision**

Children attending over the lunchtime period will require a lunch. Parents may choose from the following options:

- Packed Lunch: Parents may provide a healthy packed lunch from home. We encourage parents to follow our healthy eating guidance and any allergy-related requirements.
- School Dinner: Parents may order a school dinner provided by the school's external catering provider at an additional cost of £3.50 per meal.

The cost of school dinners is not covered by funded hours and will be added to the invoice. Meals must be ordered on the register each morning following preschool procedures.



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### Invoices and Payments

- Invoices are issued at the beginning of each term. These will be emailed to you from our finance manager who uses the email address: [coaleyplaygroupfinance@gmail.com](mailto:coaleyplaygroupfinance@gmail.com)
- Fees must be paid in advance within the first 2 weeks of term.

Fees should be paid directly into our bank account, the details are:

**Barclays Bank Plc**

**Account Name - Coaley Village Playgroup**

**Sort code 20-33-83**

**Account Number 03153738**

Alternative payment methods (Cash & Cheques) can be accepted with prior notice.

Parents are requested to use their child's name as reference for any payments which are made. The email address for all payment enquiries is

[coaleyplaygroupfinance@gmail.com](mailto:coaleyplaygroupfinance@gmail.com)

### Outstanding fees

If parents have any difficulty at all with paying fees, it is essential that you talk to us straight away. We are always happy to discuss the possibility of alternative arrangements with parents who are in genuine financial difficulties.

#### Non Payment :

- After 7 days parents will receive an informal written reminder that fees are outstanding.
- If, after a further 5 days, parents have still not paid their fees, they will receive a formal written reminder and an additional charge of 5% of the outstanding amount will be added to the bill.
- Should fees continue to be unpaid, we may, regrettably, be forced to offer the child's place to another on our waiting list.
- We reserve the right to refuse the child's admission to the setting if any charges or fees remain unpaid. If the parents have contacted us already to make alternative arrangements, allowances will be made.
- All costs incurred in the collection of unpaid fees including administration costs and costs from using solicitors or debt collection agencies will be recoverable in full.
- If fees are paid following a formal written reminder, Playgroup reserves the right to request a deposit of £100 to be held as security against future late or non-payment. Any deposit remaining will be refunded on the child leaving the Playgroup, any sums due to the Playgroup (e.g. outstanding fees) having first been deducted. The Playgroup will be entitled to any interest earned on the deposit.
- Fees can be reviewed by the committee at any point during the academic year.



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### Notice

We plan our staffing levels and set our budget well in advance. In order to operate we therefore need advance notice of changes to numbers and thus our income. One half term's written notice is required from a child leaving Playgroup or reducing their sessions, otherwise fees in lieu of notice will be charged.

### Refunds

No refund is made for sickness or absence from the Playgroup. Should a child suffer a long term illness arrangements can be discussed with the Playgroup Manager or Finance Manager

### Closure

In the event of Playgroup being forced to close or to cancel sessions, we will endeavor to give as much notice as is reasonably possible, the session fee for your child will still be payable.

A member of staff would contact you to inform you of the closure. Parents should be aware we are largely governed by what the school decides to do and the safety of the staff, parents and children.

If Playgroup needs to close due to staff absence and no cover is available, meaning we would be in breach of adult to child ratios, then we would have no alternative but to close. This is a decision which would not be taken lightly and we would refund paid session fees.

Playgroup reserves the right to offer replacement sessions in lieu of refunds.

### Further Information

If you have any questions about fees, funding, snack contributions, or lunch options, please speak to a member of staff who will be happy to help

This policy was written by

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Date: **Jan 2026**