

KETTON PLAYSCHOOL—BOOKING, FEE AND PAYMENT POLICY

Places are on a first come first serve basis. A filled in application form and a deposit will secure a place for the future. A waiting list will be in operation if the sessions are full. Sometimes temporary places are available for short term (one day) or long term (2 terms).

The asking deposit is £10 a session, this will be deducted from your fees when you begin. It is non returnable if you do not start on the date stated on the application form.

Parents are informed of the Governments Early Years Funding, which at present, is 15 hours per week free. This begins the funding period after the child is 3 years old. There are 3 funding dates a year. You will need to return a completed funding form 3 times a year.

There is funding available for 2 year olds if the family meets the correct criteria.

30 hours funding is available to parents meeting the government's criteria. Parents apply for this themselves through www.childcarechoices.gov.uk

All funding can be split between 2 childcare settings if needed. Parents are charged for the extra hours, beyond the funding hours. To receive funding you must show your child's birth certificate and complete the funding forms correctly.

Parents will be charged £5 for every extra ten minutes if they are late picking up their child. This will be added to your bill.

Parents will be informed of any increases in fees in the term prior to the increase taking effect.

Parents are invited to pay the fees daily, weekly or half termly in advance. After 4 weeks of non payment, there will be a polite reminder. Failure to pay at the end of term, may result in sessions being retracted and subsequently being offered to other children.

There cannot be a concession of fee payment for your child's term time holidays or short illnesses.

If you have difficulty in payment within the first four weeks parents must speak to the Manager, in confidence to discuss a solution.

The Playschool accepts cash, cheque, bac payment and child care vouchers. Cheques are payable to Ketton Playschool.

If a child is withdrawn from Playschool, then 4 weeks written notice and full payment is required.