# 6.5 Prices, Terms and Conditions (Part B)

**Intake**

Our intake age for children at St. John’s Playgroup equates to the term before a child’s third birthday (approximately 2.9 years old). Children are required to attend for a minimum of six hours. If you require less please discuss with the manager. An “All About Me” is a requirement to be filled in and forms part of our registration conditions as is the production of a birth certificate or passport to verify a child’s age. If you require assistance filling in the registration document or the “All About Me” document please speak to the manager, Hazel Hilton.

**Fees do not include**:

Mid-morning snacks. The snack will be 25 pence per day (voluntary contribution) payable at the beginning of each term

**Holidays and Bank Holidays:**

There is no charge for bank holidays or when the playgroup is closed.

**Fees:**

We are registered to receive the Free Early Education Entitlement (FEEE) which is available to all children over the age of 3 and covers the cost of 15 hours of education per week during term time (the term after a child’s third birthday). We will be happy to provide more information on FEEE funding when you visit or call the playgroup setting. We also accept childcare vouchers as forms of payment.

**The fees** are: **£6.00** an hour payable termly in advance for children **aged 2 - 2.11 years old**.

**The fees** are: **£5.00** an hour payable termly in advance for children **aged 3+ years and over**.

***(Fees are subject to change; contact the playgroup manager for details).***

**Fees** must still be paid if children are absent without notice for a short period of time. If your child has to be absent over a long period of time please discuss with Martin Douglas, the committee chairperson, or Hazel Hilton, the manager. For your child to keep her/his place at the setting, you must pay the fees in advance. The fees will be due on your child’s first day at playgroup at the beginning of each term. Failure to pay on the due date may lead to your child’s place being withdrawn. Fees have to be paid termly in advance. We are in receipt of nursery education funding for the term after the child’s 3rd birthday; where funding is not received, then fees apply. Any additional sessions you may take will be charged one month in arrears and must be paid promptly as per he invoices date. Any late payments will have a 3% interest charge applied above our banks base rate for every day this is overdue and a £25.00 administration fee applied. Parents are asked to notify pre-school if their child will be absent through illness, holiday etc. In the event of absence, we cannot refund or substitute alternative sessions. Fees are non-refundable.

**A deposit of £50.00 may be required if your child is in receipt of non-funded hours (fee paying). We require that you give one full calendar months’ notice in writing of your intention to leave or to stop your child’s non-funded hours. Failure to do so will result in the loss of your deposit. The £50.00 deposit will be returned at the end of the academic year (Summer Term 2).**

**Late collection:** Additional fees are payable if you are late collecting your child. A fee of £5 per every 15 minutes applies.

**Setting Opening Hou**

**Before your child commences playgroup please bring along your child’s birth certificate or passport for identification conformation. This is in line with our policies and procedures, many thanks Hazel Hilton (manager)**

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| We are open for | 38 | Weeks each year. | |
| We are closed | 14 | Weeks each year | |
| We are open for | 5 | days each week | |
| The times we are open are | 9.00 to 3.00 every day |  | |
| We provide care and education for young children between the ages of 2 and 5   |  |  |  |  | | --- | --- | --- | --- | |  | 9am -12 midday |  | 12 midday – 3pm | | Monday |  |  |  | | Tuesday |  |  |  | | Wednesday |  |  |  | | Thursday |  |  |  | | Friday |  |  |  | | | |
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