

FEE PAYMENT POLICY.

Invoices will be sent out by email during the second week of the term. Fees are calculated using the sessions booked for each child at the end of the previous term. A term's written notice must be given for any changes in sessions. Sessions booked but not cancelled will be due for payment. Fees must be paid in full for all absences. Sessions are not transferrable.

The due date of the fees is stated on the bill which is usually two weeks after the bill is issued. If payment is not made by the due date then a £5.00 late payment fee will be added to the original bill and weekly thereafter.

If you find that you are having difficulty paying your child's bill for whatever reason, please contact our book keeper - boxpreschoolaccounts@gmail.com as soon as possible in order that we can try and help sort out some form of payment plan/agreement.

If fees are not paid by an agreed date we will contact you to review your child's place. For funded children sessions will be reduced to funded hours only if fees remain outstanding.

Extra sessions should be paid for on the day.

Fees are reviewed quarterly with changes effective from the following term.

There are several ways to pay:

On-line: Account No: 92265504, Sort Code: 09-01-51

Please use your child's name as a reference.

Cash: Place in a sealed envelope and write your child's name and the amount on the front.

From January 2022 our fees are £4.95 per hour for three- and four-year olds plus a 55p daily charge for snack and materials and £5.25 per hour for two-year olds plus a 55p daily charge for snack and materials. Where a 2-year-old child turns 3 during a term, the reduced rate will 'kick in' from the start of the next term, i.e. the first full term in which they are 3+.

Free Entitlement Funding

Your child will be eligible for free funding from the 1st April, 1st September, or 1st January following their 3rd birthday. A maximum of 570 hours can be claimed over 38 weeks in the year. The 570 hours are split into three funded periods.

Box Pre-School Playgroup
Fee Payment Policy

1st January - 31st March - 165 hours

1st April - 31st August - 195 hours

1st September - 31st December - 210 hours

The minimum amount that can be claimed per day is 2.5 hours and the maximum is 10 hours per day. A maximum of 15 hours can be claimed over two days. The hours cannot cover those before 7am or after 7pm. A maximum of two providers can be used at any one time unless your child has complex needs and the third provider is a district specialist centre.

You may be eligible for the 30 hours funding. If so you must apply through the Childcare Choices website and obtain a code which must be given to playgroup. A consent form is needed for Wiltshire Council to check the code. Codes must be obtained by the deadline stated.

The entitlement is free at the point of delivery and will be shown on your bill as such. Any hours above the granted hours will be subject to our standard hourly charge. Your bill will also include a 55p voluntary donation towards snack and materials

Your child may be attending more than one setting, and the grant can be spread over the two settings.

We will require you to complete a nursery grant contract form for each funding period. This will confirm the hours you are claiming and also any hour claimed at another setting. For further information please see the free nursery entitlement for 3- and 4-year olds - parents advice at -

<http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges/parentadvice/educationgrants/freenurseryentitlement/freenurseryentitlementfor3and4yearoldparents.htm>

Two-Year-Old Funding

Some two-year olds may be eligible for funding from the funding period following their second birthday. For further information please see free nursery entitlement funding for 2 year olds at -

<http://www.wiltshire.gov.uk/schoolseducationandlearning/schoolsandcolleges/parentadvice/educationgrants/freenurseryentitlement/twoyearoldfunding.htm>