



## Box Pre-School Playgroup Rules and Regulations

### Playgroup Fees

Fees are to be paid in advance full at the start of each half term. On receipt of your invoice, there are several ways to pay:

**On line account** - No:92265504, sort code:72-00-01. Please use your child's name as reference.

**Cash** – place in a sealed envelope and write your child's name and the amount on the front, then give to Yvonne.

If there are any difficulties, please see Yvonne as soon as possible.

Fees must be paid in full for all absences. Unfortunately, no refunds are available for unexpected closures of playgroup due to severe weather or illness. (see unexpected closure policy). Sessions are not transferrable.

A term's written notice must be given for any changes in sessions. Withdrawal of your child is a term's notice, otherwise fees are still to be paid.

### Free Entitlement Funding

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

1<sup>st</sup> January – 31<sup>st</sup> March – 165 hours

1<sup>st</sup> April – 31<sup>st</sup> August – 195 hours

1<sup>st</sup> September – 31<sup>st</sup> 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. 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 charge of £5.20 per hour for three and four year olds and £6.20 for two year olds. Your invoice will also include a voluntary £1.25 daily charge towards snack. If you

choose not to pay the voluntary snack fee, you must provide a healthy, allergy-friendly snack that meets dietary guidelines.

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.

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.

Your child may be eligible for two year old funding or Early Years Pupil Premium. More information is available from the supervisor or Wiltshire Councils website.

### **Illness**

Children who are unwell should not be sent to playgroup and at least 48 hours absence applies with sickness and diarrhoea.

The parents/guardians of any child who contracts an infectious disease should notify Playgroup immediately.

It is the responsibility of the parents/guardians to ensure that Playgroup staff are fully aware of any condition, illness or other factor that could affect the child's undertaking of activities at Playgroup.

### **Other**

All children must be picked up by an adult known to playgroup. If someone else is delegated the responsibility of collecting the child, Playgroup must be informed and a password given.

Playgroup has a duty to act on any concerns that may become apparent whilst caring for a child. This may mean arranging some form of medical treatment should the child arrive at playgroup with an unexplained injury. Whilst, in such cases, every effort will be made to contact parents/guardians or an emergency contact prior to arranging treatment, this may not always be possible.

Box Pre-School Playgroup will not be responsible for replacing clothes, please note that children do painting, sticking etc. at Playgroup and that their clothes are likely to get messy.

### **Wiltshire Local Safeguarding Children Procedure**

As a provider involved in the care of your child, we will try at all times to share any concerns we may have. However, in the event that we feel a child has been harmed or is at risk of significant harm, then we have a duty to follow the Wiltshire Safeguarding Children Board procedures as set out in the booklet "working together to safeguard children" (DoH 2015). Our first concern will always be the welfare of your child.

Box rules and regulations April 2025

Copies of our policies and procedures, including the complaints procedure are available on the table as you enter the playroom and also on our website.

The Rules and Regulations have been drawn up to ensure that the care of your child can be undertaken in a flexible but disciplined environment. They are as much for your convenience as ours.

Box Pre- School Playgroup reserves the right to withdraw a child's place at Playgroup should these Rules and Regulations not be complied with.

I/we confirm that we have read these rules and the copy of the child protection policy.

Signature of both parents/guardians:

Parent/guardian signature: .....

Name in block letters: .....Date: .....