

Statement of intent

To inform parents/carers about charges that may be made when registering with the playgroup.

Securing a place at Kingston Park Playgroup

Parents are required to:

1. Complete a registration form and contract
2. The playgroup will check the registration form and confirm any funding required
3. The parent and the child will have an induction visit. The child must be at the induction visit or the visit will not go ahead.

During the visit:

- The parents will be shown around the playgroup, and the manager will discuss playgroup routine, curriculum and activities
 - The child's all about me booklet will be completed
 - The child's key worker will be introduced
 - Settling in procedures will be discussed.
4. A starting date will be agreed by the manager and the parent.
 5. For paid places parents must pay a refundable deposit

Refundable deposit

Parents paying for childcare are required to pay a £35.00 refundable deposit to register with us. This does not apply to funded childcare places.

Deposit Refund Conditions

1. Parents must provide 4 weeks' notice to terminate their contract.
2. All outstanding fees must be paid in full before any deposit is returned.

Please Note: Deposits are held for the duration of your child's placement and are returned after your final invoice is cleared, subject to the notice period and any outstanding balances.

Opening hours and fees

0 – 2-year-old session costs

Hourly rate £8.50

Session times	Fees
8.00am – 2.00pm	£51.00
9.00am – 2.00pm	£42.50
9.00am – 12.00pm	£25.50
12.00pm – 2.00pm	£17.00

Kingston Park Playgroup Fees Policy

2 – 5-year-old session costs

Hourly rate £7.00

Session times	Fees
8.00am – 2.00pm	£42.00
9.00am – 2.00pm	£35.00
9.00am – 12.00pm	£21.00
12.00pm – 2.00pm	£14.00

The playgroup is open during Term Time only for 38 weeks per year.

We do not offer any childcare during the school holidays.

Parents are given dates in advance and reminded of any upcoming holiday dates in the playgroup's newsletter.

On the registration form parents can specify their preferred session days and times.

Free childcare can be spread across the week when possible (this may depend on space available). Days and session times are discussed during the child's induction visit then agreed by the parent and manager.

Changes to session times and days

Parents must inform the playgroup 2 weeks in advance if they wish to change the child's permanent hours.

The playgroup will alter these hours if there is availability, if there is no availability to do so this will be discussed with the parent. The parent will be offered the space when it becomes available.

Fees are payable weekly or monthly this is discussed and agreed by the manager and the parent during the child's induction. Fees must be paid in advance prior to the week or month of childcare.

Fees cover all sessions the child is enrolled in — including sessions missed due to illness, absence, or holidays.

Sickness full - payment is required

Occasional day off - full payment is required

Holiday - full payment is required

Provision closed due to unforeseen circumstances - No payment required

Playgroup holidays – No payment required

Fees during prolonged illness

In the event of prolonged illness:

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Parents must inform the playgroup of any child absence, keeping in regular contact with the playgroup giving updates on the child's health.

Week 1: full fee payable

Week 2: full fee payable

Week 3: 50% fee payable a doctor's note must be provided.

Week 4 onwards: 50% fees payable - Next steps will then be discussed with the manager and the parents regarding the child's place and payments.

To qualify for a discount due to illness, a doctor's note or other suitable proof of the child's medical condition is required.

The playgroup will require 4 weeks' notice if the child is leaving the setting. This includes both paid and funded places.

Late pick up charge

In the event of a parent or carer late for collection a charge will be applied.

The playgroup will allow a 15-minute grace period in the event of an emergency or unexpected delay.

The parent must call to inform the playgroup that they are running late for collection.

A charge of £5.00 per 15 minutes after the initial 15-minute grace period will be charged.

If a parent or carer is late on re occurring occasions a meeting will be held between the manager and the parents to discuss next steps and payment charges.

Meals

We do not offer meals at Kingston Park Playgroup, therefore there is no charge for meals.

Children are required to bring a packed lunch for each session they attend.

We ask parents to provide a healthy balanced lunch; we request no chocolate bars or sweets. Examples of a healthy lunch are outlined in our parent welcome booklet.

We are a nut free setting, foods containing nuts are not permitted.

Snack/ Breakfast fees

There is a fee of 50p per session attended for breakfast (for children who attend the 8am session) and for a healthy snack for all children during the session.

We offer a selection of fruit, vegetables, and toast and cereal each session. On special occasions we may offer foods such as cake, ice lollies and other party and picnic foods. A breakdown of fees is provided for all parents.

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If parents do not wish to pay the snack fee, parents have the option to provide breakfast, fruit or other snacks for their child each session they attend.

Consumables

Parents are required to provide nappies, pull ups, nappy sacks, wipes, weather appropriate clothing, weather appropriate footwear and outwear for their child. **Parents/carers who do not provide these items or continuously forget, this will be reviewed by the playgroup and charges will be applied.**

Funding Available

Funding options to help parents/carers with childcare costs.

Parents may use the following schemes:

- 3-year-old 15 hours free childcare – available to all children the term after the child's 3rd birthday
- 15 hours free childcare 2-year-old extra support funding – (golden ticket)
- 30 hours free childcare – working parents
- Tax-free childcare- for working families, tax free childcare can be used alongside working parents funding.

Funded Childcare Hours – What You're Entitled To

From 9 Months Old (Working Families Only)

30 hours of funded childcare per week (for 38 weeks per year)

Available for working families who meet the government's eligibility criteria

Funding starts from the term after the child turns 9 months old

Age 2

There are two types of funding available:

15 hours per week – for families receiving certain government support (such as Universal Credit or other qualifying benefits)

30 hours per week – for working families who meet the eligibility criteria

Age 3 and 4

All families are entitled to 15 hours per week (universal entitlement)

Working families may be eligible for up to 30 hours per week (based on income and employment status)

Additional Information

Funded hours are based on term time only (38 weeks per year).

Our playgroup can offer 24 hours of childcare per week – At the moment we are closed on Fridays because the community centre is in use.

Funded hours can be shared between two settings.

Funding begins from the term following the child's eligible birthday (9 months, 2 years, or 3 years)

For 30-hour funding, parents must apply and receive their eligibility code before the start of the term

For full details and to check eligibility, visit the official government website:

<https://www.beststartinlife.gov.uk/eligibility-checker> or call **0300 123 4097**

<https://www.gov.uk/free-childcare-if-working/apply-for-free-childcare-if-youre-working>

Extra hours

Parents can use paid childcare hours alongside free childcare for example 15 hours free childcare with 5 hours paid childcare per week. Fees payable = £35.00

Extra hours cost - see above for hourly rate.

Parents can book extra hours up until the day of childcare this will only be available if there is space available.

Payment and invoices

Invoices will be sent out by the manager for Autumn Term 1, Autumn 2, Spring 1, Spring 2, Summer 1 and Summer 2. Each invoice will have a breakdown of each session date and hours attended with the cost. The invoice will state payment dates.

Late and Non-Payment

The playgroup would try to avoid any situation which would lead to a dispute between the playgroup and the parent over the late payment or, in extreme cases, non-payment of fees.

The parents must understand that non-payment of fees may jeopardize the place.

We accept payments to our playgroup bank account, and on very rare occasions, in cash.

If a payment is not received on time a gentle reminder will be sent by text message and email.

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If the payment has not been settled in full in 4 weeks the playgroup can then demand that the parents of the child withdraw the playgroup place until all fees have been settled in full.

After 8 weeks of Non-payment court proceedings may be initiated. All legal and court costs will be included in the final bill amount outstanding including any tracing fees.

If a parent indicates that fees will be paid by the other parent, they will be reminded that the contracting parent remains legally responsible for all payments. The playgroup will accept payment from either parent; however, if payment is not received on time, it is the contracting parent who will be held accountable, in accordance with our fee policy.

Financial support for parents

If a parent at any time is experiencing payment difficulties please talk to the playgroup Manager, who will endeavour to help with any situation, a payment plan could be discussed for parents who are experiencing difficulties to settle their childcare fees

Organisations who can offer free financial advice and Debt support:

National Debt Line

<https://nationaldebttline.org/>

0808 808 4000

Citizens Advice Bureau

<https://www.citizensadvice.org.uk/>

Step change – charity

<https://www.stepchange.org/>

Notice of leave

If the child no longer wishes to use the place, parents must agree to give 4 weeks' notice of their intention to leave and should understand that they will be required to pay the fees due during the whole notice period.

This is outlined in the registration form and discussed during the induction visit.

The fees may be subject to periodic reviews; increases will be notified at least one month in advance.

Reviewed	19/11/25
To be reviewed	February 2026