



## Payment of fees policy

*This policy will be reviewed on an annual basis*

Fees are calculated monthly in advance and payable by the 15<sup>th</sup> of that month.

Fees must still be paid if a child is absent. If a child is going to be absent over a long period of time, this should be put in writing and discussed with management. Holiday will not be charged provided we are given a minimum of four weeks' notice. If a child cannot attend a particular session, the session cannot be transferred.

Tariff Breakfast including food from 7.45am-8.45am costs £6.75, 8am - 8.45am costs £5.00. After school half session 3.30pm-4.45pm or 4.45-6.00 costs £5.50, full session 3.30pm-6.00pm costs £10.50.

If you have opted to collect before 4.45pm and you are late picking up your child, you will be charged for the full session. If you are late collecting, after 6pm - fixed £10 fee after 6.30pm fixed £20 fee will be applied per child.

### Late/non-payment of fees

Non - payment of fees may result in a child losing their place at Kidz Star Club

- Monthly invoices are payable on the 15<sup>th</sup> of the month.
- £5 will be added to your invoice if your payment is received after the 15<sup>th</sup> of the month (due date) unless you have informed us of an alternative payment date.
- If you have a pre-arranged weekly payment plan, you must continue to pay weekly.
- When a parent/carer has genuine financial difficulties, every effort will be made to reach a mutually acceptable arrangement of repayment.
- If two invoices remain unpaid without prior arrangements, you will be contacted requesting payment within 7 days or to arrange a payment plan. Arrangements must be made to clear the debt before your child can reattend Kidz Star Club.
- As a last resort, if no response or monies are received, proceedings may be issued to seek recovery of the outstanding amount through the courts.

### Registration fee

A non-refundable registration fee of £15 per child (£10 for siblings) is charged when a child is registered with Kidz Star Club.

Upon registering your child, we request you to confirm the days/hours required 4 weeks before their start date to avoid any unnecessary charges. If less than 4 weeks' notice is given, you will be charged for the sessions booked.

### Payments

Please make a BACs transfer to Bank account number 32602014 sort code 56-00-49 or a cheque made payable to Pippins pre-school. Please put all cash in a sealed envelope with your child's name clearly marked on the front, with the date and the amount inside the envelope and hand this to the playworker.

### Cancelling your place

KSC requires four weeks' notice to cancel any place, change or stop a session.

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Wednesday 19<sup>th</sup> October 2023

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g., chairperson etc.)

  
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Chairperson





## Payment of fees policy

### ***This policy will be reviewed on an annual basis***

Fees are calculated monthly in advance and payable by the 15<sup>th</sup> of that month.

Fees must still be paid if a child is absent without notice for a short period of time. If a child is going to be absent over a long period of time, this should be put in writing and discussed with management.

Holiday absence will not be charged provided we are given four weeks notice prior to the date of the holiday period.

Sessions are not swapped, if a child cannot attend a particular session, the session can not be transferred or money refunded.

### **Early Years Entitlement Funding**

Term time is calculated at 15 hours per week, a maximum of 10 hours per day or a minimum of 2.5 hours 38 weeks of the year or 11 hours per week stretched for 51 weeks of the year.

If you are entitled to 30 hours funding, this can be claimed 30 hours per week term time (38 weeks of the year) or 22 hours per week stretched for 51 weeks of the year.

### **Hourly rate / Additional hours**

Additional hours are charged at 15-minute intervals during our opening hours 8am-6pm

Late collection between 6-6.30pm will be charged at a fixed rate of £10.00

Collection between 6.30-7pm will be charged at a fixed rate of £20.00

Late payment fee is fixed at £5.00

### **Late / non payment of fees**

Non - payment of fees may result in the termination of your child's registration.

- If you have a pre-arranged weekly payment plan, you must continue to pay weekly.
- When a parent/carer has genuine financial difficulties, every effort will be made to reach a mutually acceptable arrangement of repayment.
- As a last resort, if no response or monies are received, proceedings may be issued to seek recovery of the outstanding amount through the courts.

### **Registration fee**

A non-refundable registration fee of £25 per child (£15.00 for siblings) is payable to secure their place prior starting the setting.

Upon registering your child, we request you to confirm the days/hours required 4 weeks before their start date to avoid any unnecessary charges. If less than 4 weeks' notice is given, you will be charged for the sessions booked.

### **Extra Bookings**

All extra sessions and time booked outside of normal attendance will be charged. (Please note this includes bookings that are later cancelled)

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Wednesday 19<sup>th</sup> October 2023

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g., chairperson etc.)

Chairperson





## Dress Code Policy

**Aim:** To ensure that all Employees are smartly and professionally presented to parents and carers, children, colleagues and other professionals. We discourage the wearing of jewellery to avoid unnecessary accidents and personal risk.

1. The current uniform provided must be worn at all times. **Please note we will not provide sleeveless or thin strapped tops.** Replacement uniform will be reviewed annually.
2. You are required to supply and wear smart black/dark grey/navy/brown trousers, cropped trousers, long shorts providing they are not shorter than 8cm/3inches above the knee. No jeans/cords or jeggings. Thick leggings are acceptable.
3. Sensible fitted footwear with heels no higher than 1 inch. No strapped sandals, slip on shoes, crocs or flip-flops. For Health and Safety closed toe shoes at all times.
4. Hair must be clean, neat and tidy. Hair past shoulder length and longer must be tied up to prevent it falling into a child's face or their food.
5. Finger nails should be kept short and well-manicured to prevent scratching children and harbouring bacteria. The wearing of gel nails is allowed (this does not include gel nail varnish), but they must be non-acrylic with no nail varnish. Nail varnish and foils are not permitted.
6. False lashes are not permitted unless salon applied and of natural length.
7. All uniform must be presentable, clean and laundered, crease free.
8. If you are a smoker or live with a smoker, please be aware of poisonous chemicals lingering on clothes, this is not permitted at the setting - see No Smoking policy.
9. Tattoos - any large/offensive/scary images must be covered.
10. All uniform supplied by Pippins Pre-school and nursery including maternity wear must be handed back at the end of your employment.
11. **Jewellery must be kept to a minimum**, only flat plain band wedding rings are permitted, for any piercings, stud or hoops 1cm in diameter or less. Earrings and piercings should be kept to a minimum and are worn at the employees own risk as potentially a child could grab and pull at them. No necklaces, dangly earrings, bracelets or anklets. Pippins do not accept responsibility for any broken jewellery or injury.
12. We discourage children from wearing jewellery at the setting for their safety and the safety of others. Where it is felt necessary for a child to wear jewellery it will be worn at the child's own risk, this includes breakages, loss and injury. If we feel an item of jewellery will cause injury, we will remove it and place it with the child's possessions.

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Thursday 19<sup>th</sup> October 2023

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. chairman etc.)



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Chairperson

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## Dress Code Policy

The following dress code has been designed to provide guidance on acceptable dress during business hours. This aims to ensure that all playworkers are smartly and professionally presented to parents and carers, children and colleagues.

1. The current uniform provided must be worn at all times. Please note we will not provide sleeveless or thin strapped tops. Replacement uniform will be reviewed annually.
2. The uniform consists of a Kidz Star Club T-shirt. Appropriate trousers, plain jeans (with no distressed effect), cropped trousers, long shorts providing they are not shorter than 8cm/3inches above the knee. No skirts or dresses.
3. Sensible footwear with heels no higher than one inch. No strapped sandals, crocs or flip-flops. Closed in shoes at all times.
4. All uniform must be presentable, clean and laundered, crease free.
5. Hair must be clean, neat and tidy. Hair shoulder length and longer must be tied back.
6. False lashes are not permitted unless salon applied and of natural length.
7. Finger nails should be kept short and well-manicured to prevent scratching children and harbouring bacteria. The wearing of gel nails is allowed (this does not include gel nail varnish), they must be non-acrylic with no nail varnish. Nail varnish and foils are not permitted
8. Jewellery must be kept to a minimum, only flat plain band wedding rings are permitted, for any piercings, stud or hoops 1cm in diameter or less. Earrings and piercings should be kept to a minimum and are worn at the employees own risk as potentially a child could grab and pull at them. No necklaces, dangly earrings, bracelets or anklets. We do not accept responsibility for any broken jewellery or injury.
9. If you are a smoker or live with a smoker, please be aware of poisonous chemicals lingering on clothes, this is not permitted at the club - see our No Smoking policy.
10. Tattoos - any large/offensive/scary images must be covered.
11. All uniform supplied must be returned at the end of your employment.

This policy was adopted at a meeting of Pippins Pre-school & nursery

Held on Thursday 19<sup>th</sup> October 2023

Signed on behalf of the Management Trustee Directors



Role of signatory (e.g. chairman etc.)

Chairman

