 ***THE CENTRE PLAYGROUP*** 

The Centre Playgroup is a charity, non-profit making organisation (charity Number SCO18857) which provides Early Learning and Childcare (ELC) in partnership with Glasgow City Council (GCC)

**Fee Policy**

Children who receive funding from Glasgow City Council (GCC) are entitled to1140hrs funded early learning and childcare per academic year (Scottish Government (2018) A Blueprint for 2020: The expansion of early learning and childcare in Scotland. Funding follows the child and the National Standard for early learning and childcare: Operating Guidance, Edinburgh, Scotland: The Scottish Government). This equates to 6 hours per session and the playgroups current operating hours are 8.30-2.30 per session. Should your child start during the academic year they will be entitled to funding for the remainder of that academic year.

**Residents of Glasgow**

Children are eligible to join the playgroup from the day after their 3rd birthday. If they are residents within Glasgow City Council funding is available from the day after the child’s 3rd birthday and the playgroup will apply for this on your behalf. We will ask for a copy of your council tax letter to confirm that you do reside within the boundary of Glasgow City Council.

The funding provided by the Scottish Government does not cover extracurricular activities and therefore the group will require to charge for these activities.

**Cross Boundary Children**

Children who do not reside within the boundary of Glasgow City Council will not receive funding from Glasgow City Council. If you move out of the area to another local authority your funding from Glasgow City Council will be immediately withdrawn. It is your responsibility to inform the playgroup if you move house, and provide proof of address for your new home, and you may require to pay fees should your child remain at the playgroup.

Prior to Covid-19 the Scottish Government and local authorities within the West Partnership committed to increasing the early learning and childcare (ELC) funded entitlement from 600 to 1140 hours per year from August 2020 for all 3 and 4 year olds, and eligible 2 year olds.

As a consequence of Covid-19 the statutory duty to provide 1140 hours was delayed, all authorities are delivering up to 1140 hours dependent on capacity and workforce constraints, with the aim of providing high quality, flexible early learning and childcare that is accessible and affordable for families and supports their recovery from the pandemic.

In order to ensure that the funded ELC entitlement is delivered in high quality settings, it was the intention of the Scottish Government to introduce a Funding Follows the Child approach from August 2020. This approach is 'provider neutral' and is underpinned by The National Standard for Early Learning and Childcare and all settings who are funded providers - regardless of whether they are in the public, private, third sector, or childminders will meet.

The criteria in the National Standard focus on what children and their families should expect from their Early Learning and Childcare experience, regardless of where they access their funded entitlement.

The West Partnership’s Cross Boundary Protocol is designed to support this, where physical and financial capacity allows.

A significant number of parents / carers are opting for this level of flexibility and choice to meet childcare and family requirements; in particular they are requesting early learning and childcare funding from a local authority that they are **not** resident in. For clarity of purpose we will refer to these authorities as **host authorities**.

The duty for providing early learning and childcare lies with the authority where a child lives. These authorities are referred to as **resident authorities**.

**PROCEDURE**

**Please Note: Resident Authority:** authority parent/carer and child live in**.**

**Host Authority:** authority in which your child attends nursery.

**All Funded Providers:** private, voluntary, 3rd sector, childminders in

contract with the host authority to provide funding

Parents/carers can ask a funded provider working in partnership with any of the named authorities to make a request on their behalf to the host local authority of a child for early learning and childcare “funding follows the child”. **The funded provider must be in partnership with the host local authority**. The timing of this request should be considered to ensure it complies with existing host local authority timelines for allocating funding to funded providers **(details of which can be obtained from individual local authorities).**

A **West Partnership Cross Boundary Admission Group** inclusive of representatives from all participating local authorities **will meet in May each year** to review funding requests and agree levels of cross boundary funding for the new session commencing August. Funding requests will be granted in the first instance on a reciprocal basis: i.e. the resident authority will match the host authority with funding requests, therefore eliminating the need for payment between local authorities.

**The funded entitlement i.e. up to 1140 hours will be determined by the policy within the resident authority**.

No funding will be provided for lunches.

“Funding follows the child” for children aged 3-5 years will commence from the first Monday of the month following a child’s 3rd birthday, irrespective of the Admission Policy of the named authority. Cross boundary funding is granted for each session and returning children remaining with a funded provider are required to make a funding request for each session. Funded providers must follow the host authorities’ application process and ensure that information in respect of returning children is available for discussion at the West Partnership Cross Boundary Admission Group meetings.

**All eligible 3 and 4 years olds will become eligible for cross boundary funding as follows**:

|  |  |
| --- | --- |
| If your child is born  on or between: | They will be eligible for a  funded early learning & childcare  place from: |
| **March to August** | Autumn term (August) |
| **September** | October |
| **October** | November |
| **November** | December |
| **December** | January |
| **January** | February |
| **February** | March |

Host authorities will notify their funded providers of the funding outcomes for request received. Thereafter, providers or local authorities (depending on resident authorities existing protocol) will notify funded providers and/or parents/ carers of the decision. **Parents /carers will be notified of the funding outcome by end of June each year.**

**Payment of Fees**

Should you require to pay Fees they will be paid by standing order through a bank or building society a copy of a standing order mandate will be provided to you.

Charges will still apply for any sessions that the child does not attend due to family holidays, illness, or absence, as a place is still being retained.

If you wish to remove your child from the group you are required to provide the group with 1 months’ notice in writing to the Playgroup Manager, or 1 month’s fees in lieu of notice.

If at any time a parent/carer experiences difficulty making payments please contact the Playgroup Manager as soon as possible to avoid unnecessary payment reminders, and to discuss an alternative payment plan.

In the event of non-payment and non-contact 2 weeks after the payment due date, a letter asking the parent/carer to make payment or contact the Playgroup Manager will be sent to the parent/carer from the groups committee. If the issue is not addressed within a further 2 weeks, a more formal letter from the groups committee detailing the amount now owed, and setting a time limit for payment will be sent from the groups committee.

In the event that the issue is not resolved within the time limit set out the committee will consider its next course of action, which may result in a letter from the committee asking that the child be removed from the group. The outstanding debt will be pursued through a debt collection agency or the small claims court, any additional costs involved will be added to the amount owed.

This policy is in place to ensure the successful running of the playgroup, and fairness to all.

Please complete tear-off slip and return to Playgroup Manager.

I agree to the terms and conditions of the Centre Playgroup Fees Policy.

Name of Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of parent/carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of parent/carer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy was amended by Lynsey McQuade on 14th October, 2020 ………………..………………….. with the support and input of the Playgroup Office Bearers and all staff members :-

…………………………..(full name) …………………………………..(signature) ………………. (Date)

…………………………..(full name) …………………………………..(signature) ………………. (Date)

…………………………..(full name) …………………………………..(signature) ………………. (Date)

…………………………..(full name) …………………………………..(signature) ………………. (Date)

………………………….. (full name) ………………………………… (signature) ………………. (Date)

**THE CENTRE PLAYGROUP**

THIS POLICY SHOULD BE REVIEWED **ANNUALLY** OR SOONER IF REQUIRED TO ENSURE IT IS IN LINE WITH ANY CHANGES TO LEGISLATION, AND RE-ADOPTED/AMENDED BY THE CENTRE PLAYGROUP COMMITTEE

**This policy was adopted at a meeting of:**

*The Centre Playgroup Office Bearers* on ……………………………………………………...

Full name ………………………..………. Signature………...………………. Designation ………………………..

Full name ………………………..………. Signature………...………………. Designation ………………………..

Full name ………………………..………. Signature………...………………. Designation ………………………..