



Ballygawley Early Years Playgroup

Part Time Places

Ballygawley Early Years Playgroup welcomes applications for part time places in the playgroup. These part time places are for those aged over 3years, who are in the year prior to their pre-school year or those in their pre-school year who did not receive a PEAGS place.

Part time places are usually in the afternoon session from 12.30pm to 3.00pm. Children can attend for a maximum of 2 sessions a week during the first month. With the agreement of the leader and the child's parents / guardians the child may increase to 3 sessions per week. All places are dependent upon the number of part time applications in any given year.

Ballygawley Early Years Playgroup will endeavor to facilitate parent's preferences in relation to the number of sessions per week and preferred days.

Children who attend the playgroup must be toilet trained prior to attendance at the playgroup unless there is a medical reason, with confirmation from a medical professional and advice for staff.

Parents / Guardians who wish to apply for a part time place for their child must complete an application form and return it to the playgroup leader. Upon receipt of the application form and all other necessary information the child's name will be added to the part time waiting list.

Those children who are in their pre-school year will be given highest priority on the waiting list. Any subsequent part-time places will be allocated in chronological order.



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Fees for Part Time Places

A registration fee of £25.00 is to be paid prior to the child starting at Ballygawley Early Years Playgroup. If a child attends the playgroup in a PEAGS place the following year they will not pay the registration fee again.

The fee for a part time place is £6.00 per session, and should be paid in advance within the first week of the month. Parents are still required to pay their fee even if your child is absent (during contracted hours that the playgroup is open) through illness or holidays. In cases of prolonged absence, parents should consult the committee in respect to fee payment where exceptional circumstances will be considered at the committee's discretion.

Parents / Guardians that have 2 or more children attending the playgroup as a part time fee paying place will get a price reduction, with the second / third child's fees being half price.

Playgroup fees are renewed annually. Parents will be given advanced notice of any changes to fees.

All fees should be placed in a sealed envelope with your child's name, amount of money and the date clearly written on the front of it, and handed into playgroup staff.

At the child's next playgroup session a receipt of fee payment will be provided.

A months' notice in writing will be required if the child leaves the playgroup before the expected date. All fees must be paid in full up to the last day of the months' notice period.

If a child is absent for one week without explanation, the playgroup will attempt to contact the child's parent/guardian.

After two weeks the chairperson will write a letter on behalf of the playgroup to the parent/guardian.



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The letter will explain that depending upon circumstances, the playgroup reserve the right to withdraw the child's place seven days from the date of the letter.

Any outstanding bills must be paid including a further week for the notice period. Ballygawley Early Years will endeavour to try to help any parent/guardian who is experiencing difficulty paying their bill.

Fee Payment Agreement

Please Sign the following fee payment agreement that you have read and are happy to adhere to the fee payment policy as outlined above.

Childs Name:

Day's child will be attending playgroup:

Start date:

Expected end date at playgroup:

Parent / Guardian Name:

Parent / Guardian Signature:

Date:

Staff Member Name:

Staff Member Signature:

Date:



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This policy was devised January 2016 and reviewed 12/2016.