

## Fees

### Policy Statement

It is our intention to make our playgroup accessible to children and families from all sections of the local community. We aim to support families while recognising different financial positions and constraints. Special circumstances will always be considered.

### Procedures

- Fees are payable for any non-funded time a child spends at the playgroup.
- Current fees are on the playgroup website and can be confirmed on request.
- Snack charges are optional. Current charges per morning are stated on our website and can be confirmed on request. Invoices can be paid by the half term or whole term, or any contribution can be made when families are able to. No reminders will be sent for snack invoices, and no late fees applied.
- Fees are payable half-termly by invoice and must be paid by the date stated on the invoice.
- We will consider payment plans upon parental request. Payment plans should be discussed with the Playgroup Administrator or the Treasurer.
- We require notice of at least one half term to be given for cancellation of a place, all fees during this time will still be due.
- Fees must still be paid if children are absent with or without notice for a short period of time. For longer periods of absence, a request may be made to discuss fees with the Chair of the Committee or the Playgroup Manager.
- A reminder will be sent to parents/carers if an invoice is not paid by the date stipulated, with the expectation that the invoice will be paid in full immediately unless a payment plan is thereafter agreed.
- The Treasurer will contact the parent/carer to discuss payment plans if an invoice remains unpaid after two reminders.
- We reserve the right to charge a late payment penalty of £25.
- Non-payment of fees may result in the child losing his or her place at the playgroup, with immediate effect if deemed necessary, at the absolute discretion of the Committee or Playgroup Leader.
- We reserve the right to take reasonable steps, including court action if necessary, to recover unpaid fees, any associated costs or disbursements, and interest thereon.

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Policy adopted: May 2018

Last reviewed: May 2023

Signed: .....

Name: Kerri Westlake

Position: Chair