



NORTHLEACH PLAYGROUP

Mill End, Northleach, Cheltenham, Gloucestershire, GL54 3HJ

Registered Charity No. 1015852

Fees Policy

Statement of Intent

Northleach Playgroup intends to make clear to parents/carers how invoicing, fees payment and refunds are managed.

Aim

We aim to ensure that we manage invoicing, fees payment and refunds in a clear and fair way for both parents/carers and Northleach Playgroup.

Method

1) Funding we receive: 'Free for 2- 4' entitlement

Northleach Playgroup offers 15/30 hours of funded early education to eligible children aged two, three and four years of age. Children become entitled to funding following their second or third birthday. For further guidance or to check if you are eligible, please visit www.childcarechoices.co.uk website. Their entitlement continues until either the end of the term in which they become five years old or until they start school.

Achieving 2 year olds – children to find out if you are eligible for this funding please visit the childcare choices website.

Expanded 30 hours funding for 2 year olds – An eligibility code is required. To see if you are eligible, please visit the gov.uk website.

3 & 4 year old funding – all 3 and 4 year olds are entitled to universal funding of 15 hours per week as detailed above.

Extended 30 hours for 3 & 4 year olds – An eligibility code is required. To see if you are eligible, please visit the gov.uk. website.

Fees are charged for children attending sessions which are not covered by Nursery Education Funding.

2) Hourly Rates

As of 1st April 2025, the hourly rate per child under 3 years is **£7.50** and over 3 years is **£7.00**. There is an initial **£25.00** refundable deposit enrolment fee (returned when the child leaves)

3) Voluntary Consumable payment

We are a Government funded Playgroup, we charge our Parents a 'Voluntary Snacks and Consumables Charge' which is a termly payment of **£30** for children doing up to 15 hours and **£40** for children doing over 15 hours. The Department of Education and our Provider Agreement Guidance from Gloucestershire Early Years states that 'The Government funding is intended to cover the cost to deliver 15 or 30 hours a week of funded, high quality, flexible childcare. It is not intended to cover the costs of meals, snacks, consumables and additional services. Parents can therefore expect to pay for these, although the charges must be voluntary to the parent.'

We use this charge for snacks which consists of fruit/veg and a healthy carb option twice a day, buying wipes for hands and faces (separate to those brought in for toileting), nappy sacks, having spare suncream here in case your child has forgotten theirs. It is also used for buying enhanced learning opportunities, a few examples being:-

- Messy play activities
 - Celebration days
 - Christmas/Leavers Parties
 - Biscuit/cake decorating
 - Music sessions
 - Healthy food tastings
 - Plus other opportunities that enhance your child's learning within our environment
- This will be invoiced completely separate to any additional hours that you are contracted to. If you have any questions with regards to this, please get in touch and we can have a chat.

4) Invoicing and Payment of Fees

For those children whose attendance is over and above the number of hours they are entitled to above, or who are not yet entitled to the above funding, fees are invoiced to parents/carers at the start of each term and should be paid within 28 days. If payment is not received by the due date, the playgroup reserves the right to impose a late payment penalty that is currently 10% of the bill.

If fees become in arrears of more than 2 weeks, you will be given a written reminder of outstanding fees and your child's place will be suspended until outstanding fees are paid up to date to prevent further arrears being incurred. Any child who is receiving Nursery Education Funding will be able to remain at playgroup for their funded hours only.

If families are experiencing financial difficulties, please speak to the Administrator or Playleader. Confidentiality will be assured.

Parents are required to give 4 weeks termination notice if your child is leaving the playgroup to finalise accounts.

Updated Sept 2025

5) Circumstances where fees are refunded

The playgroup will, under the following circumstances, refund fees to parents for sessions missed as a result of the playgroup having to close due to:

- No heating
- Snow
- Not enough staff due to illness
- A child has a severe illness due to which they will be unable to attend for a long period. (If any case should come about it will be discussed with committee and the playleader before a decision is made.)
- Due to Government instructions eg. A Pandemic

6) Circumstances where fees are not refunded

In all other circumstances, the playgroup will NOT refund fees to parents. The following list, whilst not exhaustive, provides an indication of this:

- When a child is unable to attend due to a family holiday, unless you have given Playgroup at least one month's notice that you are going to be on holiday.
- If a child is unable to attend due to illness.
- When a child does not attend the session on their allotted day due to a Playgroup trips or outings.
- Bank Holidays

Signed on behalf of the Management Committee _____

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

