



# **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**

The Playgroup can claim funding from Gloucestershire County Council (as part of the Government funded 'Free for 2 - 4' scheme) based on the entitlement of 15/30 hours per week for children age 3 and 4. Some 2 year olds can receive free early education and childcare.

This entitlement is claimed by the Playgroup (subject to parental/carer declaration that they don't claim elsewhere else & link to any relevant administration requirements we make of parents).

#### **2) Hourly Rates**

As of 27<sup>th</sup> February 2023, the hourly rate per child is £5.30. This will remain the same until the next review of fees.

#### **3) 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.

#### **4) 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

#### **5) 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.) \_\_\_\_\_

