

PAYMENT OF FEES POLICY

Early Years Foundation Stage links:

Statutory framework: Information for parents and carers (3.73)

Development matters: N/A

This is a statutory policy

Legislation links: Equalities Act 2010, Data Protection Act 1998, General Data Protection Regulation 2016

We aim to collect sufficient fees from parents/carers and the government (through the Government funding scheme) to cover most of Playgroup's running costs, fixed and variable. We do not intend to make a profit. As a registered charity we will try to meet any outstanding costs by fundraising.

In order to collect fees fairly the Playgroup Administrator will: -

- Email invoices to parents/carers at least one week prior to the beginning of the term for which the fees are payable. The invoice will show the amount payable for each term and request payment before the term has begun.
- The day before the term starts the administrator will email reminder slips if payment of the fees has not been received and where possible the Manager will text the parents to remind them
- Encourage parents/carers to inform the Administrator or Manager if difficulties in meeting payments are being experienced.
- Offer advice to those experiencing difficulty with payments and try to be flexible where possible.
- Advise parents/carers that failure to settle payment within the term may result in their child/ren being excluded from Playgroup.
- Payment can be made by cash, cheque or bank transfer (account details are on the invoice. If payment is in cash we ask parents/carers to put monies owed in a sealed named envelope and hand it to Sara or Karen.
- Advise parents/carers that, should their child/ren leave playgroup during a term, the fees for that term will be payable
- Advise parents/carers that if their child is entitled to funding through the Government Funding Scheme and they have chosen to use their entitlement at another establishment, Playgroup sessions will be charged at the current Playgroup fee.
- Advise parents/carers that fees will be payable when a child is absent from Playgroup during term time for whatever reason.
- Notify parents/carers of any increase in fees during the term prior to the increase.
- All fees must be paid before the start of the term that they are due (unless otherwise agreed with the Manager). Failure to comply with this will result in a penalty fee of £10.00 being charged then an additional £10.00 for every week they remain outstanding.

Playgroup charges a non-refundable administration fee of £20 which needs to be paid before children are added to the waiting list. This fee is towards the administration costs, for taster sessions before the child starts and includes a T-shirt once the child has started. If this fee causes a family financial hardship, then they should speak to the Playgroup

Manager or Administrator who may be able to help.

Playgroup also has a voluntary consumable and food charge which is £1 per session that a child attends, the consumable charges cover extras such as snacks, wipes, suncream, sensory play resources, celebration gifts (e.g. Mother's day, Father's day, Easter) and end of term/Christmas gifts and the food charge is to cover the cost of snack items.. If you were to opt out of these charges then you would be required to provide these items for your child. You will receive a letter in your welcome pack that lists the options available, you need to sign and return this before your child starts at the setting. These charges are added to your termly invoice and are due alongside the fees. If these charges would cause a family financial hardship, then they should speak to the Playgroup Manager or Administrator who may be able to help.

This Policy was adopted at the Annual General Meeting of Boughton Monchelsea Playgroup Association held on 10th February 2026

Signed on behalf of the Playgroup _____

Chairman

To be reviewed and re-adopted by March 2027

This Policy was readopted at the Annual General Meeting of Boughton Monchelsea Playgroup Association held on

Signed on behalf of the Playgroup _____

Chairman

To be reviewed and re-adopted by March 2028

This Policy was readopted at the Annual General Meeting of Boughton Monchelsea Playgroup Association held on

Signed on behalf of the Playgroup _____

Chairman

To be reviewed and re-adopted by March 2029