



## St. Mary's Playgroup

### Fees and Payment Policy and Procedure

St. Mary's Playgroup is a registered charity and all income received from fees or funding is used to cover rent, staff wages, replacement of equipment and to update resources. The prompt payment of fees is vital to help us meet our financial obligations.

#### **Current fees:**

Early morning starts 08:30 – 09:00 £2.00  
Morning session 09:00 – 12:00 £15.00  
Afternoon session 12:00 – 15:00 £15.00  
Full day session 09:00 – 15:00 £30.00

Fee amounts are reviewed annually and agreed with the committee. Any increases in fees will be communicated to parents/guardians with 2 months' notice.

#### **Invoicing**

All session fees will be invoiced termly in advance – a total of three times a year.

Invoices will be dated with a payment date. Payments must be paid in full by the date specified on your invoice unless otherwise agreed with St. Mary's Playgroup. (Payment can sometimes be made in 3 instalments, please speak with the Playgroup Manager regarding this.)

#### **Methods of payment**

All fees must be paid in full by their due date to St. Mary's Playgroup. This can be done by:

- Cash
- Cheque – made payable to St. Mary's Playgroup
- Bank transfer - details will be on your invoice

All payments must be clearly labelled with the amount and your child's name.

#### **Late payment of fees**

St. Mary's Playgroup is committed to supporting families that encounter unexpected financial difficulties. If you would like to pay your invoice through instalments, or are having difficulty in paying your bill, please speak to the Playgroup Manager as soon as possible after receiving the invoice.

In all other cases, where fees are unpaid after the due date, the following actions will be taken:

- An email or text reminder requesting payment of fees will be sent to you.
- If we do not receive payment, a final reminder will be sent 7 days later.
- If fees remain unpaid 7 days after the final reminder, a late payment charge of £20 will be added to your invoice.
- In addition, St. Mary's Playgroup reserves the right to exclude your child from attending any additional hours and they will only be able to access any funded entitlement until the outstanding balance has been paid in full. Non-payment of fees may result in your child's place being cancelled.

- In all cases, we may pursue legal action to recover any outstanding debts, and any fees associated with this course of action will be passed on to the parents/carers concerned.

### **Refunds**

All allocated places are booked and invoiced for the term. We are unable to give refunds for days missed through sickness or holiday. We do not charge for Bank Holidays.

If at any time you wish to cancel your child's place or reduce their sessions, we require one months written notice. If your child leaves the setting without notice and with unpaid fees, we will pursue legal action to recover outstanding debts (parents/carers will be liable for all court costs).

### **Funding and Grants at St. Mary's Playgroup.**

St. Mary's Playgroup is in receipt of Early Education Funding for 2, 3 and 4-year-olds.

Places are allocated in September, January and April.

Each child is entitled to up to 15 free funded hours per week. This means that at St. Mary's Playgroup they will be entitled to 5 free funded sessions (*each session is 3 hours*) a week, depending on availability of spaces.

St. Marys Playgroup offers the 30-hour free childcare scheme to working parents of children aged 2,3 and 4 years old. Applications for this funding are required to be completed by parents online via: [Homepage | Best Start in Life](#)

Parents are required to confirm every 3 months for the funding to be valid. We require your unique reference number in order to claim your hours.

St. Mary's Playgroup is also in receipt of funding for some 2-year-olds. To be eligible for this funding, you will need to meet the government criteria. Check eligibility via:

<https://www.gov.uk/help-with-childcare-costs/free-childcare-2-year-olds>

St. Mary's Playgroup receives funding one term at a time from the Government, there is a cut-off date each term for your child to receive this funding. It is parent's responsibility to apply for funding.

Additionally, speak to your employer to see if there are any childcare voucher schemes which you could take advantage of to reduce your costs. Please check with St. Mary's Playgroup to check which schemes we accept.

If you do not have access to the internet, please ask a member of staff for support.

### **Absence from Playgroup**

St. Mary's Playgroup only receives funding for sessions that your child uses. If your child is funded and doesn't attend Playgroup (for example leaving the country to visit family abroad) for more than 3 weeks we reserve the right to cancel your child's place at Playgroup as we are unlikely to receive funding for your place.