# STRATTON PLAYGROUP

# 11 Fees policy & procedure

## Statement of intent

It is our intention to make our pre-school accessible to children and families from all sections of the local community.

## Aim

At Stratton Playgroup we aim to ensure that all sections of our community have access to the pre-school.

From April 2024, our sessions are charged at £22.50 for each 3-hour session.

We also offer a half hour Early Start Session & a half hour Lunch Club. The cost of these will be £3.75 each per session.

We are able to offer concessionary rates for families with more than 1 fee paying (unfunded) child attending at one time, the discount is 10% or £2.25 off per session per extra child/ren; and 37p off per early start / lunch club per extra child/ren.

Fees are payable weekly, monthly or half-termly ***in advance***. Please note that fees must still be paid for absences, holidays or illness. Long term absences may be negotiated with the committee. Each child’s attendance is conditional upon fee payment. If your child is leaving before the end of a school year, Playgroup requires two weeks written notice.

Early Drop off / Late Collection

We expect that children will be dropped off and collected on time. Session times are:

Early Start 8.30am - 9am (doors open from 8.15am)

Normal AM Session 9am - 12 noon

Lunch Club 12 noon - 12.30pm

Normal PM Session 12.30pm – 3.30pm (collection is available from 3pm)

We reserve the right to charge for additional time attended due to early drop off or late collection – this is charged at £7.50 per hour, with a minimum of £3.75 charged.

We also reserve the right to charge for persistent late collections, at £7.50 per occurrence.

As per our policy – 1.4 Uncollected Child, depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

## Methods

Where possible, requested days will be given. Once the requested sessions are allocated they will not be changeable unless spaces are available.

Parents/carers with children that do not receive Nursery Education Funding and/or Extended Entitlement Funding, are invoiced on a half-termly basis, for the sessions that their child/ren is/are due to attend for that next half-term.

Any extras will be charged for, on a weekly / half-termly basis.

All monies due by the end of the Summer Term ***MUST*** be paid in total before the last week of term.

Late Payment Procedure

If any outstanding balance is owing one week before the end of the half term, we will issue a statement of account and FIRST reminder, to prompt payment by a deadline date. At the discretion of the Management Committee, they may agree to a satisfactory payment arrangement.

We reserve the right to charge 1% per day for any outstanding balance, after the end of the current term that the fees are due in.

If the outstanding balance has not been cleared at the end of the current term, we will issue a SECOND reminder letter / email after the deadline date has passed - with a further deadline date to pay by.

The Management Committee reserve the right to suspend future paid sessions until the debt has been cleared.

At the discretion of the Management Committee, they may agree to continue with paid sessions if a satisfactory payment arrangement is made and kept up.

Failure to pay the outstanding balance after the deadline date, or failure to keep up payments, will result in a THIRD reminder / email letter being sent, with the threat of legal action in the Small Claims Court, if not cleared by a further deadline date.

If payment is made; however, at the discretion of the Management Committee, future credit may be refused if there is an unexplained history of late payments or if any payment arrangement is not kept up.

The Management Committee reserves the right to attempt to recover debts owed to the Playgroup via the Small Claims Court, if they remain outstanding despite us sending out the three statements/warning letters.

Late Payment Charges

Statement / FIRST reminder - No Charge

SECOND reminder - £7.50 admin fee

THIRD reminder - £7.50 admin fee

Small Claims Court - £15.00 admin fee + SCC £25 MINIMUM online claim charge

This policy and procedure was adopted at an open committee meeting of Stratton Playgroup

Held on

**21/02/2024**

Signed on behalf of the committee

**Exceptional Circumstances Procedures**

These have been set up in light of the COVID-19 Pandemic in 2020.

Temporarily Closed by direction of the government / local authority – Amend Invoices and Refund 100% Fees

Reduced hours – Refund hours, as appropriate

Temporarily Closed due to staff or children having COVID / self-isolating – Amend Invoices and Refund 100% Fees

Any other adjustments are purely to be made at the management’s discretion