

 Fees Policy

**Our Aim:**

To provide parents/carers with clear written information about fees charged and charges for additional services. To ensure parents/carers understand the process for paying fees.

**Fowlmere Playgroup’s Fees are currently charged at £5 per hour and invoiced to parents/carers during each half term.**

Fowlmere playgroup aims to make our sessions as accessible as possible accepting these types of funding...

* 2 year funding (15 hours per week of early years care )
* 3 and4 year funding (15 hours per week of early years care)
* 30 hours funding (extended entitlement)
* Childcare vouchers
* Government’s Tax- free childcare scheme

**Please note a minimum of a 3 hour session per week must be attended in order to be able to use these forms of funding.**

Any fees charged for eligible children for early year’s provision are for hours attended in excess of the free entitlement. Fees must still be paid if children are absent with or without notice for a short period of time. If your child is absent for a longer period of time please discuss this with either the manager of Fowlmere Playgroup or Playgroup’s Treasurer who will present this to our committee for review. In exceptional circumstances fees may be waivered but this is at discretion of the chair person of the current committee. If the setting is forced into an emergency closure, fees will not be charged for the children who are unable to attend.

**Notice to leave or reduce hours:**

**Please note that if your child is leaving playgroup you are required to give 6 weeks notice (a half term), reduction in hours will require 4 weeks notice.** Failure to do so will result in you still being charged for your child’s current playgroup’s hours. By ensuring notice is given by parents/carers it enables us to calculate spaces/availability for children wishing to join playgroup or extend their hours and to plan for the staff needed for each day. Should you wish to take you child on holiday during term time, you will still be charged as normal to reserve your child’s place at the setting.

**Fee Payments:**

* Fees must be paid within 28 days of the invoice being issued
* Payments must be cheque, bank transfer or via a childcare voucher/government scheme
* If payment is late a reminder will be sent out giving a further week’s notice; after this a late payment admin fee of 15% will be charged
* Fowlmere Playgroup reserves the right to withdraw the child’s place if fees are not settled within the agreed time.
* We will pursue the recovery of any outstanding debt through the small claims court, this will incur an additional admin fee of £50; **all court fees are payable by parents/carers.**

We are aware that families have varying financial constraints and will endeavour to support families if we can. Parents/carers are encouraged to speak to our treasurer or any member of staff/committee as soon as possible about any difficulties in paying fees so that a payment plan or agreement can be put in place.

**Non payments of fees procedure:**

* Speak to parent/carer to find out if there is a problem with paying the outstanding invoice and offer them the opportunity to pay the money back in instalments if needed. Fowlmere Playgroup’s treasurer will draw up an agreement/payment plan if this accepted.
* If an instalment/payment plan is not agreed and parents/carers say they will pay, payment must be made within 7 days.
* If payment is received within 7 days no further action will be taken.
* If payment is not received within 7 days, parents/carers will receive an email or letter asking for immediate payment including the late payment charge of an additional 15%. **At this stage the child/children will not be able to attend playgroup until payment has been received.**
* If payment is received within four working days no further action will be taken and the child/children) may resume attendance at Fowlmere Playgroup.
* If payment is not received within the stated four working days a “last chance” email or letter will be sent to the parents involved inviting immediate payment of the billed invoice and 15% late payment charge. This letter will also warn parents/carers that no payment will result in Fowlmere Playgroup beginning County Court proceedings through the Small Claims Court.
* If payment is made after the “last chance” email or letter no further action will be taken and the child/children may resume attendance at Fowlmere Playgroup.
* If payment is **not** made after the “last chance” email or letter, Fowlmere Playgroup will immediately begin County Court proceedings for which an admin fee of £50 and all court fees will be charged to the parents/carers.
* If any member of Fowlmere Playgroup is required to attend County Court, costs will be applied at a rate of £20 per hour per person, plus expenses, to be charged to the parents/carers.

**It is Fowlmere Playgroup’s policy to pursue all unpaid fees and other thefts through the County Court for the recovery of the services money.**

Further support/advice can be found at...

**PayPlan:** This service has no hidden fees or management fees so every penny goes towards paying off consumers debts as quickly as possible. [www.payplan.com](http://www.payplan.com)

**Citizens Advice Bureau:** Advice charity, look in your local phone book or visit [www.citizensadvice.org.uk](http://www.citizensadvice.org.uk)

**Consumer Credit Counselling Service:** Charity funded by the financial services industry, specialising in debt management plans. <https://credit.org/ccs/>

**This policy was adopted by** Fowlmere Playgroup

**On** September 2019

**Date to be reviewed** Jan 2024

**Signed on behalf of the provider** Fowlmere Playgroup

**Name of signatory K. Holwell**

**Role of signatory (e.g. chair, director or owner) Chairperson**

Reviewed and updated Jan 2022 – Verity Smith

Reviewed and updated Jan 2023– Verity Smith

Reviewed and updated June 2023 Verity Smith