

# Hemingford Grey Playgroup Policy: Fees

January 2020

## Procedures

Fees are reviewed annually, and current fees are advertised on the Playgroup noticeboard and on the Playgroup website. Fee increases are generally considered by the committee in the summer term and come into effect on 1<sup>st</sup> September of the following academic year. All parents are notified in writing of any fee increases.

Hemingford Grey Playgroup are in receipt of Nursery Education Funding. When a child qualifies for this funding, (currently the term after their third birthday, or if the child is eligible for the Funded 2s grant), parents will be notified and supplied with all the relevant paperwork. Parents are responsible for applying for Funded 2s grant and 30 hours funding through the government website Childcare Choices. They will be required to complete a Parent/Carer Declaration and supply proof of date of birth and identity, i.e. birth certificate or passport. The Playgroup will then submit all documentation.

Invoices are sent out monthly via FAMLY. This includes hot lunch fees. A payment due date is specified but parents are welcome to pay before the due date. Payments may be made by bank transfer or FAMLY Pay. Payments can also be made using childcare vouchers. Parents may choose to enrol children in additional sessions by checking with staff. Additional session costs will be included in the monthly invoices.

Fees must be paid in full, with the following exception; in the case of illness in excess of one week, a reduction of half the fees will be made for the second week of absence onwards.

In the case of emergency closure fees will still be charged in full.

If a parent / carer decides to terminate their agreement, Playgroup requires a 4 week notice period.

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*In cases of financial hardship, there may be assistance from the Langley Trust, a village charity dating back to the mid-seventeenth century. Requests for assistance are treated in confidence and can be made to the trustees of the charity, whose names and contact details can be found on public notice boards in the village.*

### Outstanding or Overdue Fees

If fees are not made by the initial deadline, a reminder will be sent giving two further weeks to pay. The reminder will be sent via our FAMLV system.

If, after the 2 week grace period fees have not been paid, with no communication between parents/carers and playgroup staff or committee, a fee of 3% (minimum of £10) of the total outstanding fees will be added to the invoice.

The invoice will be sent out via FAMLV, a paper copy will also be handed to parents with a due date of 1 month after the initial deadline.

If after the second reminder fees are still outstanding with no communication the chairperson/manager will contact the parent/carer in writing.

A warning will be given that if payment is not received within one week, Playgroup reserves the right to refuse childcare (over and above the funded 15 hours or 30 hrs).


In the event that payment is still not received, the committee reserves the right to take legal action to recover the fees.

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This policy was adopted at a meeting of Hemingford Grey Playgroup Committee, held on 9<sup>th</sup> July 2009, and reviewed on 8<sup>th</sup> June 2011, 15<sup>th</sup> July 2014, 20<sup>th</sup> October 2015 and 9<sup>th</sup> February 2020.

Signed by the chairperson, on behalf of the Committee:

..... SARAH MURRAY ..... (Chairperon's name - block capitals)

.....  ..... (Chairperson's signature)

..... 27.2.20 ..... (date)