



## FEE PAYING POLICY

**Parents are requested to read the following document carefully and to sign the following undertaking as it forms a legally binding contract.**

### **Payment of Fees**

In Swindon, the School Year is split into six terms. At the start of each term, invoices are distributed to parents at Playgroup. There are several methods of payment available to you which must be agreed with the Supervisor and Committee Chairperson on receipt of the invoice.

- Full fee payment for the half term by cheque, cash or Internet Banking (Playgroup bank details can be found on your invoice). Full fee payment must be paid within 14 days of the date of the invoice.

Cheques should be made out to '**Wanborough Playgroup**'. Fee payments should be returned along with the invoice return slip to the Treasurer via the Playgroup Staff, in a sealed envelope with your Child's name and 'fee payment' written on the front.

If you think you are going to have problems paying the fees within the stated timescales, please contact the Treasurer who will be willing to discuss alternative arrangements for payment with you.

At the beginning of each academic year 3 cut-off dates will be issued in the Wanborough Playgroup Guide for the current academic year. These dates are to be used when making changes to your Child's attendances at Playgroup. **These dates are essential to ensure we have time to check availability, to ensure the correct level of Playgroup Staff to Children ratios and also to enable us to generate the invoices.**

Once the invoices have been produced, typically on the first day of each term, Playgroup are committed to providing the sessions requested for your Child (where available) and you are therefore committed to paying the fees associated with your Child's sessions for the term. We appreciate that people's circumstances can change suddenly and in such a situation will refer the matter to the Playgroup Committee and we will attempt where possible to accommodate your needs.

Fees are still owed to the playgroup and cannot be refunded under the following circumstances:

- Non-attendance due to parental choice
- Holidays during term time
- Illness
- Your child not settling in
- Any Act of God out of the control of the playgroup.

**Early Education Funding**

Children over three are eligible to claim Early Education Funding from Swindon Borough Council. Funding is based on the traditional three-term year with Autumn, Spring and Summer terms and this funding can be claimed at the beginning of the first, third and fifth terms of the Swindon School Year. The Early Education Funding entitles you to claim 15 hours of childcare and can be claimed in the traditional Term after your child has turned three. Parents are required to sign a Parental Declaration form which asks for personal details, the numbers of hours of funding you wish to claim at Playgroup as well as any funding claimed with any one other Provider.

**Application for assistance with fees**

If you are on income support, please speak to the Committee Chair about assistance with pre-school fees.

**Late Payment of Fees**

The Treasurer keeps an up to date list of fee payments. After 21 days, following the date of the invoice if the Treasurer has still not received fee payments, then you will be sent a polite fee payment reminder along with a statement of the monies owed.

Should the amount still be outstanding after 28 days you will receive a letter requesting the final demand.

If you have not contacted the Treasurer to arrange late payment and fees still remain outstanding, then the Treasurer will refer the matter to the Playgroup Committee. Any decision taken by the Committee will foremost take into consideration the welfare of your child and the wider interests of the group. The Playgroup Committee may take the decision to seek legal action at this stage to recover the outstanding fees and/or restrict your child's attendance at Playgroup to those hours currently claimed for funding by the Early Education Funding.

**Should you have any queries, please speak to the Playgroup Supervisor, Committee Chairperson or Treasurer.**

**I have read and understood the Fee Paying Policy and agree to be bound by it. I have received a copy of this Fee Paying Policy.**

**Signed:**

**Dated:**

This policy was adopted at a meeting of  
Held on (date)

Wanborough Playgroup Committee

19th July 2010

Signed on behalf of the Management Committee/Proprietor

Role of signatory (e.g. chairperson etc.)

Chairperson

This policy was reviewed on

*continue as necessary*