

Collaton St Mary Community Playgroup

The Parish Rooms, Blagdon Road, Collaton St Mary, Paignton TQ3 3YA

1. Fees Policy

Our Playgroup is registered with Torbay Council to receive funding for those children who are eligible. The Nursery Education Grant funds up to 15 hours per week for 38 weeks of the year, divided over three school terms. We shall inform parents of their child's entitlement before he or she becomes eligible

In order to receive this funding the Playgroup must submit to Torbay Council by a given date a forecast of the number of sessions due to be attended by funded children for the forthcoming term. The Playgroup must then ensure that each parent/carer of a child due to receive this funding completes an application form for funding for their child during the headcount week. These forms are produced in triplicate, the front copies are sent to Torbay Council, one copy is kept by the Playgroup and the other copy is given to the parent/carer.

As part of the agreement signed by parents applying for funding for their child, parents must ensure that their child attends those sessions regularly.

If the auditors see a pattern of absences e.g. three missed Tuesdays in a row, they will want to see letters of absence. They have a duty to ensure that Public Monies are not misused and they have been known to reclaim funds which they suspect have been fraudulently obtained.

Lunchtime sessions must be booked in advance preferably when the Playgroup sessions are booked. This ensures that we have the correct level of staffing for the number of children attending. These sessions will be billed at the same time as the Playgroup Sessions.

For children too young to be eligible for funding and those children attending more than their chosen number of funded sessions and children attending lunch club the following fee structure applies.

Sessions attended by non- funded children. These are children whose third birthday has not occurred before the cut off dates for the term when they are attending. These dates are set by Torbay Council: Autumn term - 31 st August Spring term - 31 st December Summer term - 31 st March	£2.75 per hour
Extra sessions attended by funded children	£3.20 per hour

These fees will be reviewed on an annual basis. The Committee will give one whole terms' notice to parents and carers to advise them of any rise in fees.

Invoices are issued during the second week of each half term and are required to be paid during the following 'Fee paying week'. A member of staff will be available at the

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beginning of each morning of this week to receive and record payments and issue receipts. Should a child only attend in the afternoons, then parents will be asked to pay the Supervisor Julia directly. Payment can be arranged through the Busy Bees voucher scheme, parents should inform the treasurer as soon as possible if they would like to pay by this method.

If we do not receive payment within this time, we will send a reminder letter. If the fees remain unpaid, in the absence of any exceptional circumstances, the Management Committee may at its discretion, if the child is funded, reduce their sessions to those covered by the funding received from Torbay Council, or if the child is unfunded withdraw the child's place until any outstanding payment is received.

If a child is absent for any reason the full fee for the session will still be charged. If parents choose to reduce the number of sessions that their child attends after the half term has started then full fees for these non-attended sessions still apply.

A months notice in writing must be given if a child leaves Playgroup before their expected date. All due fees must be paid in full up to and including the last day of the written notice.

If a child is absent for 1 week without explanation the Playgroup will attempt to contact the parents/carer. If after 2 weeks the child has still not attended Playgroup the Playgroup committee chairperson will write on behalf of the Playgroup to the parents/carer. The letter will explain that, depending on the circumstances, the Playgroup reserve the right to withdraw the child's place 7 days from the date of the letter. Any outstanding bills must be paid including a further week for the notice required. The Playgroup will take steps to recover any outstanding fees.

Collaton St Mary Community Playgroup will endeavour to try and help any parent/carer who is experiencing difficulty paying their bill. If a parent experiences problems with the payment of the fees they should contact the treasurer at the earliest possible opportunity. Each case will be dealt with individually and in confidence.

All parents will be required to sign a Fee Paying Agreement before their child starts at the Playgroup. This will ask them to confirm that they have read and agreed to abide by the terms of our fee paying policy.

This policy was adopted by the committee at a Playgroup meeting.

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Fee Paying Agreement

I confirm that I have read and understood the Fee Policy and agree to pay the fees due for my child's hours at playgroup in accordance with this policy.

Parent/carers signature

Date