

Fees and Method of Payment

Playgroup is in receipt of Government funding for 2, 3 and 4-year-olds. This funding is called Nursery Education Grants (NEGs) and is available for the term after a child has their third birthday. Places are allocated in September, January and April. Each child is entitled to up to 15 free funded hours per week. This means that at St. Mary's Playgroup, they will be entitled to receive up to 5 free funded sessions a week, depending on the spaces available. Each session is for 3 hours.

If you decide you would like extra sessions (in addition to the 15 free funded hours a week), please speak to the Supervisor to find out about availability. The first five sessions each week will be funded, and any additional sessions will be charged unless funded under the 30 hour scheme.

St. Mary's Playgroup is also in receipt of Government funding for some 2-year-olds. To be eligible for this funding, you would need to meet certain criteria set out by the government. Please see the following government website link for further details:

<https://www.gov.uk/freeearly-education>.

If you do not have access to the internet, please ask a member of staff for details on this.

If you pay for fees:

- A bill will be given/sent to you showing the total amount of fees owed for the term. The payment will be split into two. If you would prefer, you may be able to pay this once at the beginning of term or half at the beginning and the remaining half after half-term.
- We have now set up an online payment system as an alternative to payment by cash or by cheque. To pay using the online system, please use the information set out on your bill.
- Subsequent bill for fees will be given out at the end of each term; this will show the amount owed for the following term.
- Fees are to be paid in the **FIRST TWO WEEKS OF TERM** by cash or cheque (cheques payable to St. Mary's Playgroup). If you are paying in two instalments, the first instalment needs to be paid in the first two weeks of term. The second instalment will need to be paid in the first two weeks when term time resumes, after the half term holiday. Late payments will have a £5.00 charge per week for which the bill is outstanding.
- If you do have a problem paying your fees, please speak to the Supervisor or Treasurer to see what can be arranged regarding a payment plan. This will then be put into writing between yourself and playgroup. You will still be liable for late charges if you do not adhere to the agreed payment plan.

- Please speak to your employer to see if there are any childcare voucher schemes which you could take advantage of to reduce your costs. You will also need to speak to the playgroup supervisor to check which schemes we currently accept.
- Playgroup charges a voluntary contribution of £10 which is payable when we receive your registration form. This is a one-off voluntary contribution to cover costs.
- There have been times when children have left playgroup with no notice and fees have not been paid. This puts a huge strain on playgroup finances. If your child leaves playgroup with no prior notice or fees have not been paid within the first two weeks of term, the Treasurer/Supervisor will:
 - Phone you or ask you in person for your child's fees (You will have 7 days in which to pay);
 - If, by that date no money has been paid, the Treasurer/Supervisor will write to you again giving a final date for the fees to be paid;
 - If the fees are still outstanding by this final date, the Treasurer/Supervisor will write to you a final time stating if fees are not paid within 7 working days, then playgroup will have no other option but to take you to court. YOU will be liable for court fees.

April 2018

Review Date October 2019