



FIRST STEP PLAYGROUP



4.8 Fee Payment

First Step Playgroup fees are **£4.25** per hour from January 2020 until January 2021 when they will increase.

- Fees are payable half-terminly and invoices are sent out in the first week of each half-term.
- Payment should be made by internet banking or by giving cash payment to a manager in a clearly labelled envelope, marked with your child's name and the amount paid. Please note we do not accept cheque payment for fees.
- Internet transfers (BACS) should be made to:
Barclays Bank. First Step Playgroup, Sort code: 20-43-63 Account Number 03384004
- Fees must be paid within 2 weeks of the bill being issued.
- If parents experience temporary difficulties in paying their bill, additional arrangements can be discussed and agreed with directors, such as spreading the payment monthly etc.

Additional fees

- Failure to pay, or communicate, with the management will incur an administration fee of 15% for payment reminders.
- Late collection will incur an additional payment of £4.50 for every 15 minutes of late collection

Withdrawal of child's space

- First Step Playgroup reserves the right to withdraw the child's place (including lunch club but excluding government funded sessions) if fees are not settled before a half term.
- Please note that there is no reduction in fees if a child is absent due to holiday or illness.
- Extra sessions will still be charged if less than 24 hours notice of cancellation is given.
- In the unlikely event that fees that have not been settled for prolonged period of time, matters will be resolved in small claims court.

At First Step Playgroup we are aware that families have varying financial constraints and we will endeavor to support families if we can. Please speak to the director, or the management, as soon as possible regarding any difficulties in paying fees.

Held on	3 rd January 2020
Reviewed on	07 October 2020
Name of signatory	Angie Kelly
Role of signatory	Playgroup Manager/Director