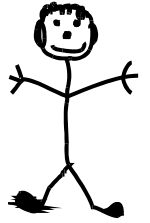


FIRST STEP PLAYGROUP



Policies and Procedures

4. Organisation

Administration

4.8 Fee Payment

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 about any difficulties in paying fees.

First Step Playgroup Fees:

£4.00 per hour

- Fees are payable half-termly and bills are sent out in the first week of each half-term.
- Payment should be made by internet banking or giving cash payment to playgroup staff 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.
- Failure to pay, or communicate, with the management will incur an administration fee of 15%.
- 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 within the agreed time.
- In the unlikely event that fees that haven't been settled for prolonged period of time, matters will be resolved in small claims court.
- Please note that there is no reduction in fees if a child is absent due to holiday or illness.
- Additional sessions will still be charged if less than 24 hours notice of cancellation is given.

This policy was adopted at a meeting of

First Step Playgroup, Somersham

Held on

3rd September 2015

Reviewed on

8th August 2016, 8th September 2017, 5th January 2019

Name of signatory

Angie Kelly

Role of signatory

Playgroup Manager/Director