

West Green Playgroup



Fee Payment Policy

Fees

- The fee for every 3-hour session booked is £27.00
- The fee for every 1-hour lunch cover is £9.00. Parents to provide a cold packed lunch.
- A full day session: 9 – 4pm is £64.00
- An extended day session: 8-6 is £90
- The terms and conditions that apply to non-funded places will be made known to the parent.
- Fees are due for every session agreed regardless of attendance.
- We do not charge fees for Bank Holidays, Inset Days, Half Term, or unforeseen closures.
- We invoice termly – Fees may be made termly in advance or by regular instalments
- Parents are informed as to when fees will be collected and alternative arrangements for those who do not attend on those days will be made

Administrative Charge – New Starters

- Parents must pay a one off non-refundable £20 admin charge on accepting the offer of a place.

Grant Funded Places

- **3- & 4-Year-Old Funding** (universal 15 hours per week) is available to all children the term following their 3rd birthday. The terms and conditions that apply to this funding will be made known to the parent.
- **30 Hour Funding** (15 hours universal & 15 hours extended) is available to eligible children the term following their 3rd birthday. The terms and conditions that apply to this funding will be made known to the parent.
- **2-Year-Old Funding** (15 hours per week) is available to all eligible children during the term following their 2nd birthday. The terms and conditions that apply to this funding will be made known to the parent.

Families in need

- If a family is unable to afford a place we will endeavour, if they are eligible, to apply for the 2-Year-Old funding. This does not guarantee a place here at West Green playgroup.
- If the Manager deems a family to be in need of funded sessions to enhance the welfare of that child, they will do so.

Overdue Fees

- The administrator will monitor fee arrears and act accordingly to recover them.
- Fees must be up to date at the end of each half term
- Fees outstanding at the end of a half term will put the child's place at the playgroup in question
- Legal action is a step the playgroup is prepared to take