



Fee/ Fee Payment Policy

Fees

Tansor playgroup charge a registration fee of £10 which will be deducted from your first months fees (or refunded if you are entitled to a free place).

Fee structure:

Per session: £9.05

Lunch club (term 6, Friday session) £3

Free places for 3 & 4 year olds (Nursery Education Funding – NEF)

Children are currently able to access a free place at Tansor playgroup for up to 12.5 hours per week (15 hours from September 2010) from the term following their 3rd birthday until the term before they commence school. To access this funding you must complete a parent declaration form and provide evidence of your address and proof of your child's identity. The entitlement is for a maximum of 12.5 (15) hours per child, not per setting.

Refunds

We do not refund fees where a child is on holiday or ill, as we need to keep the place open for the child and this would place financial constraints on the playgroup.

Late collection

Should you be late to collect your child we reserve the right to charge a late collection fee.

Fee Review

We review our fees annually in April and will inform parents of any increase prior to the Summer term.

Payment of Fees

We are aware that families have varying financial constraints and we will endeavour to support families if we can. Please speak to the treasurer – or any member of staff or committee – as soon as possible about any difficulties in paying fees

- Fees are billed at the commencement of each term (Autumn/ Spring/ Summer)
- Fees must be paid within 2 weeks of bill being issued (please make cheques payable to “Tansor Playgroup”)
- A reminder will be sent out giving a further 1 weeks notice
- After this, a late payment admin fee of 15% may be charged
- The playgroup reserve the right to withdraw the child’s place if fees are not settled within the agreed time
- The playgroup have standard letters to use when following this procedure
- We will pursue the recovery of any outstanding debt through the small claims court

This policy was adopted at a meeting of	Tansor Playgroup Committee
Held on	<hr/> 19 th January 2010
Date to be reviewed	<hr/> January 2011
Signed on behalf of the management committee	<hr/>
Name of signatory	<hr/> Faye Betts
Role of signatory	<hr/> Jt Chair of Playgroup Committee