

CHILD'S NAME \_\_\_\_\_ Playgroup \_\_\_\_\_

(Community Playgroups (scio) Reg Charity: SC 012049)

**Fees Policy Agreement**

1. Fees are payable one full month in advance. Any variations to this arrangement must be agreed by the Board and notified to all relevant parties as soon as possible following the decision, by way of the normal communication methods.
2. Fees for each month will be invoiced **as near as possible to the 23rd** of the preceding month and full payment must be received from the parent/carer by the **1st of the relevant month or by the due date as indicated on the invoice**. The method of payment is directly via online/phone banking. If this option is not available to a parent/carer then they must contact the administrator to discuss alternative arrangements.
3. **Fees are strictly NOT on an attendance only basis**. Fees must be paid for all sessions regardless of attendance. If a child is unable to attend a session or sessions as a result of sickness or holidays, then the fees for the missed session(s) must still be paid by the parent/carer. This allows the playgroup to continue to provide the required level of service to the Community and to operate without being burdened by the financial impact of absenteeism.
4. **There is a one-off retention fee added to the first invoice issued of £30**. This will be held in a designated account by the playgroup and refunded by the 20<sup>th</sup> of the month which follows the child's departure date; provided that the required 30 day notice period has been given in writing by the parent/carer and that all other fees have been paid. The full terms and conditions governing retention fees are detailed in the Group's Policy document, a copy of which you have been given to read when first attending the Playgroup.
5. Fees will be partially refunded for any sessions that have to be cancelled as a result of events beyond the Playgroup's control, such as extreme weather conditions, at a **level of 50%**. Refunds will be made by way of a deduction from the amounts invoiced for the subsequent billing period. Any resulting overpaid fees will be refunded in accordance with clause 6 below. An overpayment could arise if there are insufficient session fees due in the following month from which to deduct the refund.
6. Overpaid fees will be refunded via cheque by the 20<sup>th</sup> of the following month.
7. **Late fees and returned cheques** will incur a charge of **£5** per incident, to cover administration costs. The level of charges are set by the Board, and if amended will be notified by way of the normal communication methods as soon as possible following the decision.

I CONFIRM THAT I HAVE READ AND UNDERSTAND THE FEES POLICY AND THE SUMMARY ABOVE AND THAT I WILL ADHERE TO THE TERMS AND CONDITIONS AS STATED

Signed \_\_\_\_\_

Date \_\_\_\_\_