



Hingham Playgroup



Fee's, Payments & NEG Policy

Payments

The fees are: £5.50 per session for the morning or afternoon session and £2.10 per lunch session. These are to be paid whether your child attends the session or not, unless under special circumstances and agreed by the management committee. Fees are payable in advance on a half-termly basis from the start of each half term. Payments can also be made on a weekly or daily basis at the discretion of the committee.

If at any time you wish to discuss your payment arrangements, or your child will be absent for any length of time, i.e. due to illness, please let us know and we will try and accommodate your wishes. End of term parties are charged at the normal session rate to cover staff costs. If it is not a session your child would normally attend, it will be clearly marked on your invoice. If you would rather your child not attend please deduct that session from the invoice.

An invoice will be issued at the beginning of each half term and should normally be paid within 14 days. However, a more flexible payment plan may be negotiated with the Treasurer of the Playgroup. Cheques should be made payable to 'Hingham Playgroup', and accompanied by a cheque guarantee card.

Setting fee rates

Our budget is set each year, and we try wherever possible to limit the increases we make to our fees, unfortunately, there are occasions where increases need to be passed to the parents. For example, the National Minimum Wage and Working Time Directive has had a huge impact on most Playgroups and resulted in an increase in our fees. We will always endeavour to advise and discuss with parents, any issues relating to changes in legislation, which will ultimately affect our Playgroup.

Lincoln Hall, The Fairland's, Hingham, Norfolk, NR9 4HN
Tel: 01953 850820, Registered Charity Number- 1027819

Late and unpaid fees

The Committee will consider every case individually and reserve the right to adjust fees for particular instances as they deem fit. A parent having problems with payment should contact the leading practitioner and/or the Chairperson and an arrangement for fees will be made. This will be dealt with in the strictest confidence. Please contact us at the earliest opportunity if you are experiencing difficulties in paying fees.

The playgroup cannot maintain your child's place if fees are not paid. Parents will be given written notification if their child's place is being withdrawn due to persistent non-payment of fees.

Nursery Education Grant

The Government Nursery Education Grant offers places for eligible 3 and 4 year olds for five, two and a half hour session per week for a term of up to a maximum of 11 weeks.

The lengths of the terms are generally in line with Norfolk Primary Schools the average year is 38 weeks.

Lunches are not included in the nursery grant

Withdrawal of a child from the playgroup

Please note fees are NOT refundable as they pay for general running costs, rent and wages. If your child is going to leave Playgroup, we require four weeks WRITTEN notice.

Payment of fees will be due for the four-week notice period.

Signed :.....(Chairperson)

Date Reviewed: August 2008.

Review: August 2009