

**Twyford Playgroup – EY484175**  
**Admissions, Fees and Notice Periods**

**Signed by Manager – Rachel Knott**

**Signed by Chair of Committee – Pamela Lawrence**

**Ratified - February 2025**

**Review Date - September 2026**

We aim to offer places to all families who apply to Twyford Playgroup, regardless of economic background, ethnicity, religion, culture, and circumstances of disability or LBG status. We give reasonable consideration to families in the village and with siblings attending. We set fees and notice periods that are fair, reasonable and ensure the financial sustainability of the group.

**Admissions:**

Children will be admitted on a first-come, first-served basis. If places are limited preference will be given firstly according to age, secondly according to residence in the village and thirdly according to whether siblings have attended.

**Fees:**

Invoices are issued at the beginning of each term, or when a child joins if this is during the term. Invoices must be paid within 2 weeks. Fee rates for non-funded children are set by the management committee and reviewed annually. Funding can now be claimed mid-term should families wish to increase their funded hours within the term.

**Difficulties with Payment:**

Families experiencing difficulty paying fees must advise the Manager within the 2 week payment period. A payment plan, agreed, signed and signed by the Committee Chair and parent/carer will be put in place to enable fees to be paid in manageable instalments.

**Failure to pay:**

Failure to pay fees places the Playgroup in financial difficulties and undermines the budget. The following measures will be implemented if fees are not paid 2 weeks from the issue of invoice:

- A verbal reminder will be given to the parent/carer requesting immediate payment.
- If the verbal reminder fails a written reminder will be issued requesting payment within a week. A meeting with the supervisor and treasurer is offered.
- If the written reminder fails the committee chair is informed and a final request for all outstanding payments is made.
- If the final request is not met all non-funded hours will be withdrawn until the next invoice period.

**Notice Periods:**

Families wishing to change their funded hours at Playgroup must do so only when filling in the termly funding claim forms. Families wishing to change their non-funded hours must give the Manager a half terms notice. A half terms notice must be given if a family wishes to withdraw their child from Playgroup. All these notice periods apply except in cases of illness, emergency or other unplanned changes in family circumstances, with the management committee having final judgement about what constitutes acceptable reason to waive notice.

