Twyford Playgroup – EY484175
Fees Policy

Date Reviewed: September 2026
Manager Signature: Rachel Knott
Chair of Committee Signature: Pamela Lawrence
Review Date: September 2027

Fees
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Fees

The Committee reviews fees in May each year and if increases are necessary notification will be issued before the end of June for implementation in September.

Fee increases are mostly based on external factors, which are out of the control of the Playgroup Committee, including but not limited to: National Living Wage, Workplace Pension Contributions, inflationary pressures and the rate which Hampshire County Council set for the 'free' childcare entitlement. Some of these external factors are determined part way through the academic year, i.e. the National Living Wage is set in the autumn to come into effect in the following April. In the unplanned event that any of these external factors, for example the National Living Wage were to be set at a level significantly above estimates and would severely impact on the financial position of the Pre-School, then the committee reserve the right to review fees part way through the academic year.

Invoicing

<u>Term Time Sessions</u>

Invoices for term time sessions will be generated on a termly basis and sent out by email at the start of each term, Autumn, Spring and Summer.

Fees for term time sessions can be paid termly, half-termly or monthly by cash, cheque, direct debit or tax-efficient childcare vouchers or a mixture. Full term payments to be made by 15th September, 15th January, 15th May. Half term payments to be made by 15th September, 15th November, 15th January, 15th March, 15th May, 15th July. Monthly payments to be received by 15th of each month, up to and including 15th August. Failure to meet payment deadlines will incur a £50 administration charge per repeat invoice

As a charity we may be able to offer alternative arrangements during times of hardship. The administrator or manager should be approached in the first instance. All cases will be dealt with confidentially and sensitively.

Payment for additional ad hoc sessions during term time must be paid for within 7 working days of the additional session. Additional sessions may be refused if there are any outstanding fees/invoices.

Should Twyford Playgroup incur a cost due to incomplete payment including, but not limited to, a returned cheque, failure to complete a BACS payment, or other bank fees, then these costs, along with interest at the current bank rate will be added to the appropriate bill. An additional administration charge of £50 will be levied in addition to any other bank charges.

Government Childcare Vouchers (Universal 15 hours)

All 2, 3 and 4-year-old children who are eligible are entitled to 15 hours free childcare per week for 38 weeks a year.

This means that a child has 15 hours' free childcare per week and can claim anywhere between 2.5 to 6 hours in one day in half-hour increments.

If your weekly hours go above 15 you will be required to pay the appropriate rate, unless you are eligible for the additional 15 hours (30 hours funding - see below for further details). If you do not want to pay for additional hours you must remain within the current free entitlement.

Twyford Playgroup have to return these declarations to Hampshire County Council by a set deadline in order to receive the majority of the 15 hour funding before the start of the relevant term. Twyford Playgroup will provide parents with a deadline to complete and return the declaration to the playgroup. If the declaration is not returned to Twyford Playgroup by the deadline in the correspondence from the administrator, then parents may be required to pay Twyford Playgroup the hourly rate for the term.

If additional sessions from those included on the termly declaration are requested during the subsequent term, these will need to be paid at Twyford Playgroup at the hourly rate and will be invoiced as normal sessions.

If your child attends another setting you are still able to split your funding between two settings, you just need to ensure that the total claimed between the two settings is 15 hours.

All relevant information regarding free entitlement can be found on the Hants Gov website search EYE funding, including eligible birthdates for 2,3,and 4 year olds so you can plan when you will be entitled.

Each year (starting in April) the government outlines the number of weeks per term every child is entitled to free early years education. Twyford Playgroup will have set term times to coincide with this number of weeks.

Government Childcare funding (extra 15 hours = 30 hours funding)

Twyford Playgroup currently accepts the government universal funding for the extra 15 hours. This will be reviewed on an annual basis.

Information regarding the extra 15 hours entitlement can be found on the following websites:

https://www.childcarechoices.gov.uk/ Funding
https://www.gov.uk/childcare-calculator Calculator
https://www.gov.uk/government/publications/30-hours-free-childcare Eligibility criteria

Session Cancellation/Additional Sessions

If you wish to permanently cancel a session for a full term or half term we will need notice in writing, one calendar month prior to the start of the term/half term, via letter or email to manager.twyfordplaygroup@gmail.com and bookkeeper.twyfordpreschool@gmail.com

If notice is not received in this timeframe the parent will be invoiced for 50% of the cancelled sessions for the half term.

Sessions can be changed or added, if spaces are available. The administrator must be notified in writing, in advance as early as possible. If additional sessions are allocated after the start of a term, when the termly invoice has already been issued then a separate invoice for the additional sessions will be generated and payment will be required before the end of term.

If any refunds are made, they will be made to their account and can be used as a credit at a later date.

We cannot refund the cost of any session due to absence through illness, hospital appointments, setting closure due to weather, holiday or school visits. If you cannot attend a session in a particular week, due to personal circumstances or an emergency then a session can be swapped, at no extra charge if we have availability. This change of session will be done if spaces are available and if the swap occurs within the same week. Notice must be given by the Friday of the week before, to the Administrator/Manager via letter or email.

Late Collection

If a child is not picked up within 5 minutes of the correct collection time, after a morning session or afternoon session there will be a £5 surcharge per each 15 minutes.

Policy Review
This Fees Policy will be reviewed annually.