



## **St Thomas More Playgroup**

### **Fees and late collection/late payment policy**

St Thomas More Playgroup aim to make our playgroup accessible to as many families in the community as possible.

Playgroup will invoice parents via email and fees are to paid by the last Thursday of each month. Fees are paid during term time only. You can choose which method suits you to pay by, such as standing order, cheque or cash.

We will notify parents of any changes to the fees in advance of any increase.

Absences due to child holiday (during term time) or illness must be paid for.

We understand things sometimes happen out of our control, with this in mind we would kindly ask you to please speak with management in confidence regarding any issues of payment, collection etc. We would always try to work with you to resolve any issues you may be experiencing.

If you fail to collect your child within the times stated in your contract then there will be an additional charge of £5.00 (per child) for each extra 15 minutes (or part thereof) that staff have to look after your child. If you collect your child late on more than three occasions, management have the right to terminate our contract, giving the agreed four week notice period of 4 weeks.

If you fail to pay the playgroup fees set out in the contract on time, management will be entitled to charge 10% per day calculated on the sums remaining due and outstanding. The playgroup management will be entitled to suspend the care of your child until the amount due had been paid and/or terminate our contract.

Policy date: September 2018

Review date: September 2019