

FEES POLICY

Amendment History

Revision	Author	Description of change	Date updated
1	Karen Walls	Amendment history added	May 2006
KASC policy	Carol Hooper	Adapted from adopted Kineton Playgroup policy	August 2006
2	CH/SM	General changes to policy wording	June 2007
3	CH/SM	Update footer; merge KASC and Playgroup policies	May 2008
4	CH/ SM/ Alison Foulds	Increase in enrolment fee	June 2009
5	CH	Add clear reference to fee abatement, head teacher's places; rename policy	July 2009
6	CH/AF	No registration fee for NEF only sessions	July 2010
7	CH	Reviewed: no changes	July 2011
8	CH/HS	Reviewed: no changes	July 2012
9	CH/HS	Reviewed: clarification of notice period for KASC sessions; clarification of operation of Nursery Education Funding; reference to 2Help funding	June 2013
10	CH	Reviewed, no changes	June 2015
11	CH	Reference to debt collection agency	November 2016
12	CH & SF	Update 'NEF' to 'Funded'; add reference to Holiday Club	February 2018
13	CH & SF	KASC fees payable in advance, updated registration fee	January 2020
14	CH	Reviewed, no changes	July 2022
15	CH, TH & XF	Clarification of notice period	July 2023

FEES POLICY

It is our intention to make Playgroup and KASC genuinely accessible to children and families from all sections of the local community, and to set fees to reflect this intention and to ensure fairness to all.

Fees are due and must be paid whether demanded or not. Parents may choose to pay weekly, monthly or by half term and should notify the manager accordingly. Fees are payable irrespective of a child's attendance at the sessions reserved, subject to a cancellation concession for KASC sessions.

Notice periods

Sessions subject to fees. A minimum of one calendar month's notice is required for permanent cancellation of any session, or payment in lieu of notice. In such cases the amount of the month's fees in lieu will be based on the amount of fees due for the last full calendar month the child was attending sessions.

Funded sessions. Where notice relates to funded sessions, or the equivalent, then the rules Set by Warwickshire County Council that apply in relation to that funding are used, summarised as follows

- The notice period of one term in advance
- If the child is moved before the headcount day (set each term by WCC) then no funding is payable and all fees for sessions must be paid by parents or carers in the usual way
- If the child is moved after the headcount day then the whole of the term's funding will be paid to Kineton Playgroup Ltd; funding will not normally be transferred to any new provider, save in exceptional circumstances

Playgroup fees

Invoices for playgroup session fees are issued at the beginning of each half term. No fees will be charged in respect of any sessions paid for by Warwickshire County Council through Funding; parents of children attending funded sessions only will not be required to pay any additional fees in respect of those sessions, nor will they be charged for additional services as a condition of accessing the free entitlement.

Such sessions are shown clearly on the invoices delivered on behalf of Kineton Playgroup Ltd; if those are the only sessions a child attends a nil invoice will be delivered, otherwise invoices show the fees required for the non-funded sessions only. Parents are asked to pay fees for the balance of sessions for that half term only. Fees for any extra or additional sessions not reserved at the beginning of each half term are invoiced separately at the end of each half term.

Payment of playgroup fees may be made at varying intervals

- Weekly - if parents wish to pay on a weekly basis, then full payment for the sessions reserved each week must be paid on the first day of the week.
- Monthly - if parents wish to pay on a monthly basis, then full payment for the sessions reserved each month must be paid by the end of the first week of the month.
- Half-term - if parents wish to pay on a half-term basis, then full payment for the sessions reserved for the half-term must be paid by the end of the first full week of half-term.

KASC fees

Invoices for KASC fees are issued monthly in advance. Fees should be paid monthly.

Holiday Club fees

Holiday Club sessions may only be booked if all other fees are paid up to date. All Holiday Club fees must be paid in advance. There is no refund for any cancellations after the cut off date.

Regular payments/budget plans

Payment for fees may be made monthly or weekly as part of a payment or budget plan. In such cases credit or debit balances may be carried forward from month to month.

Reminders and Non-Payment of Fees

In the event of fees not being paid in full by the dates stated on the invoice, one reminder will be given. If payment is still not received in full, and no contact has been made with the manager, Kineton Playgroup Ltd reserves the right to withdraw a child's place without further notice. If fees are paid late persistently and no contact has been made, again the child's place may be withdrawn without further notice.

Parents will be asked to discuss a payment plan for any arrears of fees. Action may be taken through the courts or a debt collection agency to recover unpaid fees.

Payment of fees and attendance by siblings

In the event of any fees for one sibling not being paid in full, a place may be refused for any other sibling until all outstanding fees have been settled.

Assistance with fees

Assistance with fees may be offered either in the long-term or to help out on a short-term basis. If such assistance is needed, parents must contact the manager. Payment of fees in such cases may be supported by application to Kineton United Charities for children whose homes are within the parishes of Kineton and Combrook. Kineton Playgroup Ltd itself may offer to rebate all or part of any fees due in furtherance of their charitable aims.

Head teacher's places

A limited number of places at KASC may be offered free of charge on a short-term basis to children attending Kineton C of E Primary School where the head teacher considers it would be of immediate help and support to the child or to the child's family. The offer of such places would be dependant on places being available at the time and would be on a short-term basis initially. If such places were considered appropriate on a longer term, alternative means of funding must be sought, in discussion with the child's family.

Late collection penalties

If a parent or carer is late collecting a child, a penalty of £15.00 for every 15 minutes or part of 15 minutes will be payable. Such penalty must be paid at the next session the child attends. 'Late collecting' means after the end of the session at which the child is registered to attend.

Recovery of fees

Kineton Playgroup Ltd may use outside agencies or court proceeding to recover any debts owed for outstanding fees.

Registration fee

Children can be registered to reserve a place for them at Playgroup or KASC on payment of a registration fee of £50.00. Separate fees are payable for each child in a family and for Playgroup and KASC places. Places are allotted according to the Admissions Policy. No registration fee is charged if parents wish only to take up Funded sessions, but if they later decide to take up additional sessions then the registration fee will become payable even if the child is already registered for or attending sessions as they will not be registered for non-funded sessions.