

# *Spilsby Playgroup*



## *Fee Charging Policy*

*Including Chargeable Extras*

**2025/2026**

## **Our Aim**

Spilsby Playgroup operates a service which is fair and competitively priced. We aim to offer a high-quality service, in a safe and stimulating environment where the needs of individual children are met.

## **Fee Structure**

The hourly rate is £5.10 for 3-year-old children and £5.60 for 2-year-old children.

We provide day care across various sessions from 8am until 5pm, Monday to Friday  
Term Time Only:

For children attending over and above the Government funding entitlement allocated hours, hourly fees will apply:

For parents wishing their child to have a cooked lunch, this can be provided and is charged at £2.75 per meal. If a child is absent on the day, if you let us know before 9am then no charge will be incurred.

Table of any additional chargeable extras can be found in appendix 1

## **Payment of Fees**

All fees are to be paid in advance. An invoice will be passed to you a week before fees are due. The invoice will provide a 'pay by' date. Invoices will be issued monthly.

Fees are payable by Bank Transfer (details included on the invoice).

Payment by other methods (cash/cheque) are welcome but will incur a processing charge of £2.50 per month. The processing charge of £2.50 will be added to all accounts for those who have opted out of paying via Bank Transfer (including Free Entitlement places incurring additional fees).

If your child misses a session due to illness or a family holiday, that session must still be paid for as the Playgroup is keeping his/her place open. In the case of continuing illness, please inform the Playgroup as soon as possible in order to put an appropriate action in place

In the event of an emergency closure, we will not charge parents fees for the period of closure.

We require 4 weeks' notice if you decide to take your child away from our setting. If this notice is not given, we reserve the right to invoice you for this period.

## **Non-Payment of Fees**

Where fees are not paid within 7 days of the due date (as on the invoice) a reminder will be sent to the parent/carer for fees to be paid within a 7 day lay period. Where fees are still not paid after this lay period, your account will be subject to a late payment charge of £10 and subsequent £5 per week where fees continue to remain unpaid.

If fees continue to be outstanding (and no contact is made to arrange a payment plan) proceedings through the small claims court will be instigated to reclaim the outstanding amount.

Continued non-payment of fees will result in your child's place within playgroup being in jeopardy.

If you are struggling to pay your fees, please talk to us when you get your initial invoice and we will support you with a payment plan. If you bring this to our attention in a timely manner and maintain any agreed payment plan then late fees will be waived.

## **Early Years Entitlement**

Spilsby Playgroup accepts Early Years Entitlement Funding for, two, three and four year old children. This means you can access (if eligible) free sessions at Spilsby Playgroup.

See our Early Years Entitlement Policy for details on eligibility and the application process.

If you receive benefits or are a working family you may be able to get help towards the cost of childcare. For further details and application go to [Best Start in Life - Best Start in Life](#)

## **Linked Policies**

Our fee policy links directly with the following other policies within our setting:

- Early Years Entitlement Funding policy
- Non attendance policies – sickness, continued absence
- Non collection policy
- Non-payment of fees policy
- Privacy Policy

All information on your child and your personal details are completely confidential and will be stored in a safely as long as needed, as described in our Privacy Policy.

This policy was agreed by the Spilsby Playgroup Management, December 2025 and will be reviewed in April 2026.

## Appendix 1

# Spilsby Playgroup



## Chargeable Extras

We try hard to keep costs down and provide many extras free of charge. You can help us to do this by providing all consumables for your child as needed and by paying all necessary fees on time.

Description	Unit	Unit Price
<p>Free entitlement hours based on eligibility.</p> <p>To check entitlement go to..</p> <p><a href="#">Best Start in Life - Best Start in Life</a></p>	Weekly	Free
<p>Tax Free Childcare</p> <p>To check entitlement go to..</p> <p><a href="#">Best Start in Life - Best Start in Life</a></p>	Per child	Free
<p>Additional hours over any free entitlement.</p>	Per hour	<p>2-year-olds £5.60</p> <p>3 / 4 yr olds £5.10</p>
<p>Meals if booked.</p> <p>(Packed lunch can be brought from home – No cost)</p>	Per booked lunch	£2.75
<p>Snacks</p> <p>Cereal and milk in a morning.</p> <p>Fruit in an afternoon</p>	Per session	Free
<p>Additional extras e.g. trips, cooking sessions, external visitor activities</p>	Per activity	Free

## Consumables

We advise parents to bring in these items for their child. However, if not provided the following charges apply.

Nappies	per nappy	£2.00
Wipes	3	50p
Suncream	Application per session	£1.00

## Payment of any fees due

Payment of fees is preferred by BACS.	Per payment	Free
Payment by cash incurs a bank charge.	Per payment	£2.50
Where fees are paid 14 days late	month	£10.00
Where fees are paid 14 days late and continue to not be paid.	Per additional week	£5.00