

## **FUNDING, BOUNCED CHEQUES AND NON-PAYMENT OF FEES POLICY**

### ***Fees***

Fees are invoiced at the start of each term, to be paid in full by the end of the second week. When a deposit has been paid, usually only one further invoice will be issued. Childcare vouchers can be used as a form of payment. Please give the staff any paperwork that needs completing to staff FAO Administrator.

### ***Council Funding***

Council Funding is provided for all children from the start of the term following their third birthday. It can be shared between up to two providers. 15 hours per week are offered, with the possibility of a further 15 extended hours. To access funding, parent/carers are required to complete a Parental Declaration Form, provided by the playgroup. This funding is used as a full subsidy to parents against fees charged by Jellytots and is paid directly to the playgroup. The term dates are fixed by Swindon Borough Council as: 1 Sept - 31 Dec, 1 Jan - 31 Mar and 1 Apr - 31 Aug, so a child born on e.g. 1 Apr would be funded from the following September. Any planned absences must be notified in advanced to the Manager/Administrator, as they could affect entitlement to funding.

### ***Consumables Contribution***

This payment is billed on an annual basis for all children. Payment is for the term/year regardless of whether a child attends all sessions. Food and other consumables, for example, food tasting and certain craft activities, will be bought in advance of each session assuming full attendance so there is enough to go round. Payment is expected upon receipt of invoice.

### ***Bounced Cheques***

The invoice is re-issued, with any bank charge to Jellytots included. The full amount must be paid in cash or bank transfer within 5 working days. If no payment is received within this time, the child will not be accepted to further sessions. Should cash/transfer payment be received closely beyond this time, the child may be re-admitted at the discretion of the Committee. Previous payment record will be taken into consideration. The child will not be re-admitted in a later term, e.g. when Council Funding is provided, if no payment was received for previous terms.

### ***Bank Transfers***

The bank details for Jellytots Playgroup are on the invoice. It is the responsibility of the payer to ensure the correct details are entered. Jellytots Playgroup will not be held responsible for funds not received. Please always use the child's name as the reference, plus e.g. fee or trip.

### ***Non-payment of Fees***

A reminder invoice will be issued, with an extension date of one week. If still no payment has been received, and the Administrator not contacted with an explanation, the Carer will be asked to remove their child from playgroup. Should payment be received closely beyond this time, the child may be re-admitted at the discretion of the Committee. Previous payment record will be taken into consideration.