

## Fee Payment Policy

Belton Playgroup is run as a not-for-profit organisation and is run within the normal Leicestershire school term times and our opening times are:

Monday 8am - 5pm

Tuesday 8am - 5pm

Wednesday 8am - 5pm

Thursday 8am - 5pm

Friday 9am - 3pm (pre-school children only)

As a not-for-profit organisation we rely on prompt payment of all fees to enable us to pay the wages of our staff and the bills incurred, such as hire of the village hall, craft materials and on-going replacement of equipment as required.

Many playgroups have closed due to lack of funds, and we work hard to ensure that Belton Playgroup maintains sufficient cash flow to meet all financial commitments, so that we can continue to provide excellent and reliable care.

**Please note:** non-payment of fees puts Belton Playgroup at risk to all users. It is the individual responsibility of each family to ensure that they are able to meet their overall fee commitment. Families may request a reduction in the number of sessions their child attends at any time.

### Current Session Fees

Our fees are reviewed on an annual basis. At present:

- Childcare fees: £6.50 per hour

## Funding:

### Eligibility Criteria:

- **Working:** You must be working, either employed, self-employed, or a director.
- **Income:** Your combined income, and your partner's if you have one, must be below a certain threshold (currently £100,000 per year).
- **Immigration Status:** You must meet the required immigration status.
- **Child's Age:** The amount of free childcare available depends on the child's age.

### Free Childcare Entitlements:

- **9 months to 2 years:** 30 hours a week funded childcare. (Term time)
  - **Some 2 year olds:** 15 hours per week (Early Learning for 2-year-olds)
  - **3 and 4 year olds:** 30 hours per week funded childcare. (Term time)
  - **All 3 and 4 year olds:** 15 hours per week whether parents are working or not. (Term time)
- Parents can use their FEEE hours at other childcare settings and childminders if they so choose.
  - If parents choose to use some or all of their FEEE hours elsewhere then we are able to offer hours at our non-funded rate.
  - Some parents will be eligible for tax free childcare, to check eligibility please visit [www.gov.uk/help-with-childcare-costs/tax-free-childcare](http://www.gov.uk/help-with-childcare-costs/tax-free-childcare)
  - As the childcare funding (FEEE) does not cover our expenses, we ask parents to contribute £1.50 per hour as a charitable donation towards our sustainability. This is asked of all parents who have chosen to use the Playgroup. Parents will receive a statement of suggested charitable donation which cannot be paid from the Tax Free Childcare account.

For children who are not funded it is included in their fees.

- To receive FEEE, parents are required to provide the playgroup with a copy of the child's birth certificate, eligibility code and complete a statement of undertaking.

Fees are billed at the beginning of each half term and prompt payment is required. This enables us to keep our fees at a minimum and helps our limited cash flow. Arrangements can be made, with the treasurer, for anyone wishing to pay on a more regular basis.

As a not-for-profit organisation we do not provide credit, therefore all non-funded fees are payable three weeks after the statement date. If full payment is not made by this deadline **Belton Playgroup reserves the right to withdraw all unpaid childcare places.** This is necessary to ensure the long-term sustainability of the Playgroup.

If a family has an outstanding debt, the Playgroup reserves the right to refuse places to any additional children, until such debt is paid. In addition, if such debt remains unpaid for over 8 weeks Belton Playgroup reserves the right to take all necessary action to recoup the outstanding monies.

Families who are struggling with payments are encouraged to discuss this privately with the Playgroup Manager at the earliest opportunity. Parents in receipt of Universal Credits may be able to reduce their charitable donation. Families may request a reduction in the number of sessions their child attends at any time.

Payment can be made by:

- Electronic transfer into our bank account - details of which are printed on each statement.
- Childcare voucher schemes - please ask for our provider number
- Tax Free Childcare

Electronic or voucher payment is preferred where possible.

If you are in receipt of FEEE funding, this will be paid directly to Belton Playgroup by the Council.

Parents who chose to withdraw their child from the Playgroup will need to give 4 weeks' notice or pay the fees in lieu. These must be term time weeks and do not include any holiday time (according to term dates provided by Leicestershire County Hall). Government funding is stopped on the day the child leaves so parents will need to pay any outstanding money if 4 weeks' notice is not given.

This policy was adopted at a meeting of Belton Playgroup Association:  
Held on: 2<sup>nd</sup> June 2026

Signed on behalf of committee:

A handwritten signature in black ink, appearing to read 'A. Spencer', is written on a light grey rectangular background.

Name and role of signatory: Anna Spencer, Chair of Committee  
Review date: April 2027