



**Ladybird Playgroup Thriplow CIO – Fee Policy**  
School Lane, Thriplow, Royston, Herts, SG8 7RH  
CIO Charity Number 1162435

Tel: 01763 208055 Email: [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com) Web: [www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk)

## Fee Policy

### Statement of intent

Ladybird Playgroup Thriplow CIO will provide parents with clear written information about fees charged and charges for additional services.

### Aim

We aim to ensure equity and transparency with all fees charged.

### Procedure

#### Ladybird Playgroup Thriplow CIO Fees

Regular sessions are charged at £5.50 per hour (Sibling rate of £5.30 per hour). The start and end times and charges for each session are shown in the table below:

<b>Morning Sessions</b>	<b>Lunch Sessions</b>	<b>Afternoon Sessions</b>
09:00 – 12:00hrs	12:00 – 13:15hrs	13:15 – 15:15hrs
£16.50 per session	£6.88	£11.00 per session

Please note that ad-hoc sessions will be charged at a flat rate of £5.50 per hour.

The fees are payable half termly.

For your child to keep his/her place at the Ladybird Playgroup Thriplow CIO, you are required to pay the fees within the 28-day timeframe from receipt of your invoice.

We offer spaces for 3-year-old and 4-year-old children eligible for free entitlement (Early Years Funding). For families not entitled to free spaces, then fees apply as set out in this policy.

All 3-year-old children are entitled to access up to 15 hours per week of Early Years provision. This can be taken over a minimum of 38 weeks and can be spread over up to a maximum of 50 weeks per year as long as the total hours claimed do not exceed 570 hours. The minimum claim



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is **2.5 hours** in any one day. The maximum claim is 10 hours over one day, **12.5 hours** over two days or **15 hours** over three or more days.

For those that are entitled and registered on the scheme, we also accept 30 hours funded places.

We accept childcare vouchers.

We accept payments through the Government's Tax-Free Childcare Scheme.

Any fees charged for eligible children entitled to Early Years Provision relate to:

- Hours attended in excess of the free entitlement
- Weeks not funded by the Early Years Funding
- Additional services that are not linked to the free entitlement.

Fees must still be paid if children are absent with or without notice for a short period of time.

If your child is absent over a long period of time, please discuss this with the Playgroup Leader who will present the case to the Committee Chairperson to review. In exceptional circumstances, fees may be waived temporarily, but this is at the discretion of the Committee Chairperson.

Staff at Ladybird Playgroup Thriplow CIO are offered a 10% discount on fees for any of their own children attending the setting.

#### Timescales for Fee Payments

Fee payments are due 28 days after receiving the Ladybird Playgroup Thriplow CIO Invoice. If fees remain unpaid after this time, then the following actions will be taken:

- i. A letter/email requesting payment of outstanding fees will be sent to the parents/carers.
- ii. A telephone call will be made to the parents/carers and a voicemail left where necessary.
- iii. Should the fees still remain unpaid after a further four weeks then a second letter/email requesting payment of outstanding fees will be sent to the parents/carers with an updated invoice including a £10 administration fee and late payment fee of 10% of the outstanding bill. This will be followed by a further telephone call with a voicemail being left when necessary, requesting payment of the outstanding bill. These communications will be accompanied by advice that if the bill remains outstanding, the playgroup will have no choice but to seek to obtain the outstanding monies through the court system.



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- iv. Should the fees still remain unpaid seven days after the date on the 2nd letter/email the family will forfeit their child’s place(s) at the Ladybird Playgroup Thriplow CIO and will result in court action being taken against the parents/carer to reclaim the outstanding fees, plus any further court costs relating to this bill.

If parents/carers are having difficulty paying Ladybird bills, we encourage them to contact Angela Mulholland (Playgroup Administrator) or the Committee Chairperson at the earliest possible opportunity so that a payment plan can be put into place where possible.

Late Collection Fees

Pick up from Ladybirds Playgroup is between 15:00hrs – 15:15hrs. If a parent or carer picks up after 15:15hrs (even if they have informed Ladybirds in advance), they will be asked to complete a Late Collection form and will incur a late notice fee of £10.00. If pick up is after 15:20hrs a further £10 late collection fee will be charged, and for every 10 minutes after that a further £10 will be added, as follows.

Morning Session Finish	Lunch Session Finish	Afternoon Session Finish	Late Fees
Pick up before 12:00hrs	Pick up before 13:15hrs	Pick up before 15:15hrs	N/A
Pick up 12:00hrs – 12:05hrs	Pick up 13:15hrs – 13:20hrs	Pick up 15:15hrs – 15:20hrs	£10.00
Pick up 12:05hrs – 12:15hrs	Pick up 13:20hrs – 13:25hrs	Pick up 15:20hrs – 15:30hrs	+ £10.00
Pick up 12:15hrs – 12:25hrs	Pick-up 13:25hrs- 13:30hrs	Pick up 15:30hrs – 15:40hrs	+ £10.00

The time will be taken from the clock at Ladybirds. Parents/Carers will be billed for this late payment at the end of the month in which the late collection occurred.

Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff over and above the late fees already set out within this policy.



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Breakfast Club Fees /EarlyBug Club

Ladybird Playgroup Thriplow CIO operates Breakfast Club sessions, 08:00hrs – 08:50hrs, Monday – Friday term time only for children aged 3-11years.

We also offer EarlyBug Club, an early drop off service from 08:30hrs – 08:50hrs (no breakfast provided for these sessions).

The following fees apply per session

Child 1 Breakfast Club 08:00 – 08:50hrs	Child 2 (or more from the same family) 08:00 – 08:50hrs	EarlyBug Club 08:30-08:50
£5.70 per session	£5.50 per session	£3.00 per session

The fees are payable monthly.

The timescales for fee payments, as set out above, apply to Breakfast Club fees as well.

This policy was adopted at a meeting of the Ladybird Playgroup Thriplow CIO	
Held on (date)	
Signed on <i>behalf</i> of the Ladybird Playgroup Committee	
Role of signatory (e.g. chairperson etc.)	
Signed by Playgroup Leader/Deputy	
Name of Playgroup Leader/Deputy	