



Bristol Children's Playhouse

Growing Together

Fees Policy

BCPH is a not for profit organisation and all parents/carers have a responsibility to pay all their childcare fees as laid out in this policy. Failure to do so will result in the child being unable to attend the preschool.

Overview

- Fees will be set annually by the Management Committee.
- Changes to fees will be notified to parents at least one month in advance of the change taking place.

Fees for April 2020 – March 2022

Preschool 2-3's	£18.18 per 3 hour session
Preschool 3-4's	£16.71 per 3 hour session
Late collection fees	£5 per 5 minutes
Late payment fees	£5 per day

Payment for Session

- An initial one-off deposit of £40 will be required to secure your child's place. This will be non-refundable, should you not take up the place, but will be taken off your first bill, once your child starts attending our setting.
- Session fees are charged on a monthly basis and are payable within 14 days of issue.
- Late payment fees will apply and will be charged at £5 per day that the payment is not received after the 14 day payment window.
- Invoices for session fees will be sent out on or near to the 10th of each month for the forthcoming month and payments are due by the 27th of each month.
- Payment can be made by childcare vouchers, bank transfer or via your GOV.UK tax-free childcare account. If you wish to pay by cash or cheque please ask our Admissions Officer.
- Cheque and cash payments must be handed into the Office and a receipt will be provided.
- Cheques must be made payable to Bristol Children's Playhouse Limited.
- Any additional sessions required must be paid for in advance, by bank transfer, cheque or cash.

Late Payment Fees

- Payment will be due within 14 days of the invoice being issued.
- Late payment fees are charged at £5 per day that the payment is late.



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- Our preferred payment method is BACS but we can accept payments made by cash or cheque to the Office.
- Cheques must be made payable to Bristol Children's Playhouse Limited.

Late Collection Fees

Late collection causes significant disruption and increased staff costs, it may also affect the child:adult ratios, and needs to be avoided except in cases of genuine emergency. Therefore if a parent/carer is late collecting their child a charge will be made of £5 per 5 minutes. Invoices for late collection fees will be sent out within one week.

Non-Attendance

If a child does not attend a session which has been booked due to e.g. illness, holiday etc, a refund will not be given.

Non-payment of invoices

Where a paying parent falls behind in making payments, we are permitted to reduce the attendance of the child to try and reduce the financial burden. We encourage anyone who is struggling to pay our fees to talk with a member of staff as soon as possible, so we can work out a sensible plan of action, including payment plans, one off fees etc. Failure to comply with support offered from the Playhouse Team could result in us asking you to no longer bring your child to nursery until significant steps to address the debt have been made. We see withdrawal from the setting as a last resort and want to work with families to avoid this. We reserve the right to withdraw the child's place, at short notice, in these circumstances.

Failure to agree a plan could also result in additional recovery action being taken.

Notice Period

If a parent/carer wishes to remove their child from the setting, they must put this in writing to the Senior Worker and Admissions Officer at admin@bcph.org.uk, a minimum of 2 weeks in advance. A final invoice will then be provided if appropriate.

Help With Fees

Every effort will be made to ensure that families are aware of the options available, including:

- Childcare Tax Credit Scheme
- Tax Free Childcare
- Free Early Education Entitlement
- Colleges providing financial assistance



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More information on the Tax credit and Tax free childcare schemes can be found here:
<https://www.gov.uk/tax-free-childcare>

More information on Free Early Education Entitlement (FEEE) can be found here:

[2 year olds](#)

[15 hours for 3 & 4 year olds](#)

[30 hours for 3 & 4 year olds](#)

In times of crisis, parents are encouraged to discuss the issue with the Management Committee.

Invoices

In Accordance with our Local provider agreement with Bristol City Council: We must give parents a written invoice which clearly shows the number of hours / sessions they are being charged for.

Charges for additional hours (i.e. more hours than just those which are free), must be clearly shown on an invoice alongside the free hours accessed in the period of time for the invoice to ensure parents are clear which hours were free and which hours were chargeable.

- Payment will be due within 14 days of the invoice being issued
- Late payment fees are charged at £5 per day that the payment is late
- Notice of at least 2 weeks will be given if you wish to remove your child from the setting

I agree to the above points and payment terms and conditions.

Signed.....

Print name.....

Date.....