



**St Thomas's Church Hall, 75 Monsell Road, London, 2EF N4**

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### **Fees Policy**

At St Thomas's Playgroup it is our intention to make our setting accessible to children and families from all sections of the local community.

St Thomas's playgroup is a registered charity and all parents become part of the committee, which helps to run the playgroup.

In order to keep the playgroup running the following fees have to be charged:

#### **Standard Fees** (subject to annual review)

For the academic year of 2021/22 the standard fees for 2 year olds are £120 per week.

This is for 20 hours per week, for a 39 week year.

From the term after a child's third birthday, the fees are reduced to £65 per week. This is because we receive some funding from the government towards your child's place. This is for 15 hours 'free' education- although we still charge for consumables, such as food, tissues, paints, pens, resources, cleaning products etc. We also charge a further 6 hours, for the remainder of the weeks hours- 20 hours.

Fees are payable half-termly. New starters are invoiced from the first day the child is settling in. (Inset days to be paid in full, see Inset Days).

#### **Inset Days**

Each calendar year the playgroup has 5 inset days. These are used at the beginning of the year and each term to set up the playgroup and plan the term activities.

Inset days are payable for all children attending the playgroup, returning ones and new children.

#### **Funded places**

St Thomas' Playgroup is working with the council to offer a small number of free places for two year olds who are experiencing economic disadvantage. You must apply when your child is 2 but the free place will continue until the child leaves to attend school aged 4. Free places will be part-time (16 hours per week). There are places available from 9.15-1.15 four mornings a week.

If you wish your child to attend 5 full days you can pay £24 for the extra day. This needs to be paid at the start of the week.

Eligible two year olds will be able to start their place the term after their second birthday.

### **Settling in days**

Settling in days, though the child may attend fewer hours are payable as full days.

### **Extended Hours**

We offer extended hours every afternoons - until 3.15pm. The cost of extended hours is £20 per day. For two afternoons this is a total extra payment of £40 per week. For three afternoons this is a total extra payment of £55 per week. For four afternoons this is £70 and for five days this is a total of £85 (fees subject to change).

This will be invoiced each half term and needs to be booked with the playgroup manager at the beginning of each term.

### **Deposit to secure the place**

If you decide to accept the offered place at St Thomas Playgroup you will be asked to transfer an admission fee of £200 to the playgroup account. The place is only secure on receipt of this payment. We cannot offer a sibling or twin discount.

This is non-refundable.

If you have been offered a 'free' place on the '2-Year-Old Offer' your non-refundable admission fee is £20.

### **Leaving the playgroup / Notice period**

After having accepted a place, should you wish your child to leave the playgroup during term time, or not return after the holidays, you must give a 6 week notice period or you will be charged for half a term.

### **Day rate for leavers to school**

3 and 4 year olds leaving for school (pre-school) are welcome to return to Playgroup for a few days immediately prior to starting school provided there is appropriate capacity. A day rate of £24 per day will apply payable in advance.

This policy has been adopted by St Thomas playgroup on October 2023 and will be reviewed in October 2024.