**Charging Policy**

Chalke Valley Playschool aims to ensure transparency and fairness in our charging process. Below is an outline of our charging policy:

**Invoicing**

* Invoices are issued monthly in arrears via email, typically on or around the 28th of each month.

**Government-Funded Places**

* A consumables fee is charged for children accessing government funding to cover enrichment activities, resources, snacks, and toiletries (excluding nappies).
* This fee does not apply to children eligible for deprivation funding or in receipt of the Early Years Pupil Premium.

**Free Consumables Space**

* We offer one space between 12:00 PM and 3:00 PM where no consumables fee is charged.
	+ Children accessing this space cannot extend their hours beyond these times.
	+ Parents must provide their child’s snacks and toiletries for this session.
* A waiting list is maintained for this space; parents can request to join the list by contacting the manager.

**Late Payments**

* If an invoice remains unpaid after 14 days, a late fee of £30 will be applied for each subsequent 14-day period or part thereof.

**Financial Difficulties**

* Families experiencing financial hardship may apply for flexible payment plans or a reduction/waiver of fees.
	+ These cases will be presented anonymously to the committee by the manager for consideration.

**Means-Tested Funding**

* Parents accessing means-tested funding are responsible for renewing their codes on time.
	+ If a code is not renewed and funding is lost, private fees will become payable for the child’s place.

**Unpaid Fees**

* Chalke Valley Playschool reserves the right to suspend or terminate a child’s place if fees remain unpaid.
* Unpaid fees will be pursued through legal means, ensuring fairness and consistency in our approach.

**Fee Increases**

* Parents will be provided with a minimum of six weeks' notice of any fee increases.

This policy ensures that the Playschool can continue to provide high-quality care and education while maintaining a fair and supportive approach to families.