

St Peter's Playgroup Wolvercote Treasurer Form



Please post this form to the treasurer Nick Buckland during the term prior to your child starting.
Address: 32 Kirk Close, Oxford, OX2 8JN
Email: treasurerstpetersplaygroup@gmail.com

Child's Name:
Date of Birth:
Dates of Visits:
Start Date:
Days of the week your child will be attending Playgroup:

Name of person paying fees:
Address of person paying fees:
Email and phone number:

Please circle your method of payment

- In full – online, cheque, cash
- In instalments – please contact the treasurer to arrange a payment plan
- Nursery Education Fund (for 3 year olds – please bring child's ID on first visit)
- Early Education Fund (for eligible 2 year olds)
- Pay monthly using Childcare Vouchers.

Local Education Authority reference number for 2 year old funding:.....

The new Early Years Pupil Premium is additional funding for Playgroup for eligible 3 and 4 year olds. If you think you may be eligible and would like to apply, please talk to us.

If you are paying by electronic childcare vouchers can you please complete the following:

Childcare Voucher Provider:
Estimated first payment date:
Estimated date of the month for subsequent payments:
Interim method of payment (please circle) online/cheque/cash/other (please state)

It is important to let us know how you are going to pay your fees so that you do not incur any late payment charges. **Late payments incur a charge of £2 per session.**

Signed:.....(fee payer) Date:.....

Fee Paying Policy

Parents are requested to read the following carefully and sign the undertaking as it forms a legally binding contract. Should you have any query, please speak to the Treasurer.

Invoices are prepared termly (six times a year).

It is possible to pay weekly in advance by arrangement. This must be agreed with the Treasurer before your child begins Playgroup. However, it should be noted that once your child starts Playgroup, should you choose to withdraw him/her from the group for any reason, you will be obliged to pay for sessions up to the next half-term or term end, whichever is sooner.

We cannot refund for non-attendances due to parental choice, the child is not settling, illness, holidays etc. as it is our policy to keep fees as low as possible, charging only enough to cover salaries, rent, insurance etc.

Should you have any concerns about your ability to continue to pay for your child, please contact the Treasurer immediately.

Parents may be eligible for free early education funding from the Local Education Authority. Financial assistance is not guaranteed and parents should pay full fees until the result of their application is known.

If fees are unpaid for a period of longer than two weeks, parents may be asked to remove their child from Playgroup, and should payment not be received, legal action will be taken.

I have read and understood the Fee Paying Policy and agree to be bound by it.

Signed:.....(parent guardian) Date:.....

Signed:.....(Playgroup) Date:.....