# Fees and fee payment policy

## Admission fees

The Daisy Chain Playgroup charges:

1. A non-refundable application fee of 30€
2. A refundable deposit of 150€

## Fee structure:

For a morning session we charge 30€

For an afternoon session we charge: Currently not provided as undersubscribed.

## Refunds:

The deposit will only be refunded if the parents give the Playgroup written notice of their child’s/children’s withdrawal from the playgroup **of at least one month** before the child/children will leave the Playgroup.

We do not refund fees where a child is on holiday or ill, as we need to keep the place open for the child and this would place financial constraints on the Playgroup.

## Retainer Fee

In the event that you have to remove your child for a longer period but wish to save their place for when you return, our policy is that we take the first 4 weeks as being on holiday.

See note above which covers holidays in term time, thereafter we request a payment of 50% of your normal fee for each week or part thereof. You will appreciate that not to follow this procedure would place financial constraints on the playgroup.

## Late collection:

Should you be late to collect your child we reserve the right to charge a late collection fee.

## Fee Review:

We review our fees annually in July (or earlier if considered necessary due to changed circumstances) and will inform parents of any increase prior to the start of the next school year/term.

## Payment of fees

1. Fees are invoiced at the commencement of each term (autumn / spring /summer).
2. Fees are paid for the entire term with no refunds if leaving before the end of the term or for holidays taken within the term period.
3. Fees must be paid within 2 weeks of the invoice being issued (please make payments to ‘Daisy Chain Playgroup’ and mention your invoice number).
4. In case of no payment, being made within 2 weeks after the invoice has been issued, a reminder will be sent out giving a further 1-week notice in which to pay**.**
5. After this, a late payment **administration** fee of 15% may be charged.
6. The Playgroup reserves the right to withdraw the child’s place if fees are not settled within the agreed time.
7. Should the need arise we will pursue the recovery of any outstanding debt through court*.*