

## **Portobello Toddlers Hut Playgroup**

### **Financial Policy**

Portobello Toddlers Hut Playgroup is a non-profit charitable organisation, charity number: SCO 21068. It is a childcare facility held at 28 Beach Lane, Portobello. Portobello Toddlers Hut runs five morning play sessions and three afternoon play sessions per week, excluding school and public holidays. Each session lasts two and a half hours, 9am till 11:30am and 1pm till 3:30pm.

Sessions should be paid for in advance, individually, weekly, monthly or per term. Cash and cheque are the only payment methods accepted by Portobello Toddlers Hut Playgroup. Childcare vouchers, direct debits, standing orders etc are not accepted by the playgroup as the administrative costs of these services exceed the parental demand.

Should you wish your child to leave Portobello Toddlers Hut Playgroup, a two-week notice period is required. Payment will be required even in the case that your child does not attend playgroup sessions during this time.

If Toddlers Hut is closed for holidays or In Service days (in line with Edinburgh Council schools) you will not be required to pay. However, fees are due if your child is absent through illness or holidays taken out with term times.

Should additional sessions be requested/arranged and used, an additional payment covering each session will be required as instructed.

Fundraising events will be undertaken periodically throughout the academic year and parents will be encouraged to participate. Specific fundraising is prearranged to cover Christmas and summer party costs; for example, a Christmas raffle on the lead up to Christmas currently covers the cost of the Christmas party, with parents either selling 10 tickets at £1 each or pay a donation of £10.00 to cover the additional costs incurred.

Failure to pay for play sessions can have a detrimental effect on the ongoing quality of the services that are provided. by this charity. For this reason, a failure to pay for play sessions may result in your child's withdrawal from the register and legal proceedings being initiated to reclaim any debts incurred.