

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 Monday to Thursday with sessions from 8.30-3pm, excluding school and public holidays. There are AM, PM and full day sessions available.

Sessions should be paid for **in advance**; weekly, monthly or per term. **BACS payments** are encouraged and should be made in advance rather than arrears (**SC 802260, AN 10094668** and ensure you use your child's names as the reference and Portobello Toddlers Hut Playgroup is the account name). If you need an Invoice/Receipt for payments, please email as soon as payment is made.

You can use tax-free childcare accounts to pay for fees so please check with staff to ensure we are registered with the appropriate provider. Our Ednored code is **P21298382**. Click link below to register with government scheme:

<http://www.gov.uk/tax-free-childcare>

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.

Failure to pay for play sessions can have a detrimental effect on the ongoing quality of the services that are provided by this charity. You will receive an email reminder if your fees have not been paid mid-way through a term. If this fails to happen and arrears increase it will be passed on to the Management Committee. 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.