

TURVEY BEFORE & AFTER SCHOOL CLUBS

Fees Policy – Before and After School Clubs

Statement of intent

We believe in having a clear process in place for the payment of any fees due.

Aim

We aim to make this information available to all parents and carers whose children attend our clubs, and take account of the need to offer the information in other ways or languages as appropriate. We aim to offer flexibility to parents and carers to enable them to pay in a way suitable to them.

Fees for school children are currently (April 2024) as follows:

booking	Before School Club	£5.60 termly regular booking/ £6.10 ad hoc
	After School Club	£5.60 until 4 30 pm termly regular booking £6.10 until 4 30pm ad hoc booking £11.20 until 5 30 pm termly regular booking “ £12.20 until 5 30 pm ad hoc booking

Fees for pre-school children are currently (April 2024) as follows:

booking	Before School Club	£5.60 termly regular booking/ £6.10 ad hoc
	After School Club	£8.40 until 4 30 pm termly regular booking £9.15 until 4 30pm ad hoc booking £14.00 until 5 30 pm termly regular booking “ £15.25 until 5 30 pm ad hoc booking

Procedures

- Fees for places booked to attend regularly are payable termly in advance.
- Invoices for regular bookings will be issued once a term (3 invoices per academic year) and are payable in full within 14 days on receipt of invoice, unless you arrange to pay in instalments with our administrator
- Fees can be paid by electronic bank transfer, cash, childcare vouchers or tax-free childcare
- Fees are non-refundable
- Fees are charged for a regular place whether the child attends or not
- Refunds/credits cannot be given for cancelled/missed sessions.
- A late collection charge of £10 per child for every 15 mins after 5 30pm will be added to your next invoice if you do not collect your child by 5 30pm.

- If you are late collecting your child booked in until 4.30, a charge until 5.30 will be applied.
- Fees for ad hoc sessions attended are payable immediately on receipt of invoice each half-term

The Club will consider requests for variation to payment terms on an individual basis. Anyone wishing to make these requests should contact the administrator at the earliest opportunity. If you have any problems with regard to payments, please let us know and we will discuss a payment plan. Any queries regarding fees should be directed to the administrator in the first instance. The administrator can be contacted by email on finance@turveypreschool.org To phone, call 01234 888970.

Ad hoc sessions

These may be booked for occasional attendance provided a space is available. Parents should contact the Club direct to book an ad hoc session and should also inform the school if their child is attending after school club ad hoc. Ad hoc sessions will be invoiced on a half-termly basis. Payment will be due immediately on receipt of invoice. The same rates apply as above and payment can be made by the same methods as above.

Late Collection fees

A late collection charge for each child of £10, per 15 mins after 5 30pm will be charged if you do not collect your child on time. If you have booked an hour session until 4.30 pm and do not collect promptly, ie by 4 30pm, you will be charged the full amount as appropriate for a regular or ad hoc booking.

Cancellation fees

To cancel a regular place, four weeks' written notice is required. Fees will be payable where we are not given 4 weeks' notice of cancellation of a regular booked place. NB Regular bookings will be carried forward from term to term and from July to September unless you inform us otherwise.

If an ad hoc session is cancelled within 24 hours of the planned attendance, fees will still payable for the session.

Non-payment of fees

If fees are not paid, the Club will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they discuss with the administrator as soon as possible to arrange a payment plan.

Where there is no explanation for repeated late payment or non-payment, the administrator will contact the parents or carers to discuss payment options. A formal warning in writing will be issued to the parent or carer, informing them that continued late payment will result in their child's place at the club being withdrawn.

If the fees remain unpaid after all the above options have been explored, the club will have to cancel the child's place and consider taking further action to recover the monies owed.

Where ad hoc fees are not paid within 7 days, payment will be chased and if it remains unpaid, we will reserve the right to withhold sessions to your child.

