

Stower Vale Pre-school

After School Club Fee Policy

Whilst we understand that there may be times when your child is unable to attend After School Club for various reasons, this fee policy outlines the Pre-school's policy on charging parents.

Parents are asked to inform the Pre-school if their child is not attending that day by 2pm. Parents are also asked to inform the staff of any changes to contact details, changes in circumstances, medical information or allergy changes as soon as possible for their child's well being. If a child is to be absent due to a holiday within term time, parents are asked to inform After School Club as well as the school.

We require parents to give at least 1 weeks term time notice if their child is to finish attending After School Club so that invoices can be settled and numbers can be readjusted in the setting.

Charges

The cost is £4 per child per hour at the After School Club, and will also be charged half hourly if requested.

Payment

Parents will be invoiced at the beginning of every week for that week's booked sessions in which their child will attend. These will be issued with a date by which payment is expected. This can be in the form of cash/cheque/or bacs payment.

If there are any reasons why parents are unable to pay for their weekly sessions, they should speak to the Playleader at their earliest convenience. However, if payment is not received within 14 days, parents forfeit their child's place for the next half-term with immediate effect, until payment is received.

Responsibility for payment

The responsibility for payment of fees, charges and penalties lies at all times with the person who has made the booking. Failure by the After School Club to make a written or verbal request for payment of fees does not constitute an excuse or reason for late or non-payment.

Extra Charges

Parents who are late collecting their child will incur an extra charge of £2.00 for each half an hour after the agreed collection time has passed.

Exceptions to payment

There are, however, always exceptions to payments due to certain factors and at times, parents will still be charged if they want their child to continue in After School Club to ensure their place.

- If a child is absent from school on an educational visit or a school residential visit, there will be no charge to the parent and their place will be kept for them.
- If the school is closed for any reason, i.e. enforced snow closure, there will be no charge to the parent and their place will be kept for them.

- If a child is absent from school due to illness, they will be expected to pay full price for the sessions their child would miss if notification has not been given directly to the Pre-school by 2pm on that day.

Every effort will be made to be flexible and understanding, but we are striving to make After School Club sustainable for the future.

Agreed by.....

Authorised signatory.....

Date.....

Date of review.....