

## CHARGES AND REMISSIONS POLICY KIDS CLUB AND HOLIDAY CLUB 2018-19



### Introduction

Barkisland School Kids Club provides a childcare service before and after school, during term time. This is run and managed by the school.

The session times are 7.30am – 8.55am and 3.30pm – 6.00pm.

<b>Charges:</b>	
Breakfast Session	£3.50 per session (£3.00 for siblings)
After School Session	£7.00 per session (£6.50 for siblings)

During the school holidays Holiday Club runs from 8.00am until 6.00pm.

<b>Charges:</b>	
Morning Session (8am – 1pm)	£13.00 per session (£12.00 for siblings)
Afternoon Session (1pm – 6pm)	£13.00 per session (£12.00 for siblings)
Full Day (8am – 6pm)	£25.00 (£23.00 for siblings)
Full Week (Monday to Friday)	£112.00 (£105.00 for siblings)

**The service provided by Kids Club is to be paid for by parents / carers according to the following guidelines.**

### Specific Aims of this policy

- i) To ensure that school administrative staff and Kids Club staff understand the charging procedures.
- i) To ensure that parents carers are clear about their obligations with regard to booking and paying for Kids Club services.

### Bookings, Invoicing and Payments

#### ***(i) Term Time Kids Club***

- Bookings must be made at least a half a term in advance via the school office.
- Longer term bookings i.e. for the whole term or year, can also be made.
- Once a place has been secured, confirmation will be issued along with a summary of payments required for the sessions booked, detailing monthly amounts to be paid.
- Payments can be made by using our online payment system, by standing order, cheques and childcare vouchers.

- Once places are booked they may not be cancelled (except in exceptional cases, which would have to be negotiated with the school at the time and the school would require at least half a terms notice).
- There will be no refunds made for non-attendance unless previously agreed with the school due to an exceptional circumstance this includes non-attendance due to participation in other extra-curricular activities.
- If the school is forced to close for any unforeseen circumstances e.g. boiler breakdown, adverse weather, no refunds will be made for the first day of closure.
- If monthly payments are not made (or a payment plan agreed), places will be withdrawn.
- Ad hoc bookings or changes to bookings may be made if the club can accommodate your child. If this is the case, please contact the school office and you will be notified if this is possible.

***(ii) Holiday Club***

- Booking forms will be issued at the beginning of every half term for the following school holiday.
- Once a place has been secured, confirmation will be issued along with a summary of payments required for the sessions booked.
- Payment must have been paid in full before the start of the holiday period.
- Payments can be made by using our online payment system, by standing order, cheques and childcare vouchers.
- Once places are booked they may not be cancelled (except in exceptional cases, which would have to be negotiated with the school at the time).
- There will be no refunds made for non-attendance unless previously agreed with the school due to an exceptional circumstance.
- If payments are not made in full before the start of the Holiday period (or a payment plan agreed), places will be withdrawn.

**Management of Debt.**

**For debts less than £250**

- If agreed payments are not made, the school will seek to:
  - Arrange a meeting with the Headteacher and parents to discuss the issue;
  - Set up a payment plan;
  - Monitor the payments regularly;
  - If payments are not made as agreed – places at the club will be withdrawn.

If debts continue to be unpaid the Governing Body will pursue outstanding debts through the small claims court.

**I agree to the terms and conditions of this policy.**

**Signed** \_\_\_\_\_ **Name** \_\_\_\_\_

**Parent/carer of:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Policy Monitoring and Evaluation**

This policy was devised in June 2014 and last reviewed in March 2018