



Fee Paying Policy

Ashley Down After School Club is a not-for-profit organisation and all parents/carers have a responsibility to pay all their childcare fees as laid out in this policy. Failure to do so will result in the child being unable to attend the club.

Overview

- Fees will be proposed annually by the Management Committee/Trustees and approved at the AGM and will generally take effect from 1 September
- Changes to fees will be notified to parents/carers at least one month in advance of the change taking place.

Fee Charges for 2017-2018

1. Holiday Playscheme

- £25 per child per day
- £12.5 per child per half day (8.30am – 1.00pm, or 1.00pm – 5.30pm)
- £30 per child per full day trip

On some occasions the holiday playscheme may arrange trips out. There may be additional charges for trips and on these days it is often not possible to book half day attendance at the club. Where this happens, this information will be made clear on the booking form.

For children who do not attend the after school club, Holiday Playscheme fees must be made in advance of the booked session. If payment in full is not received with the booking, then your place may not be secured. Payment in advance may also be required from a family attending after school club, if there is an outstanding debt to the club.

2. After School Club

- £9.50 per session per child

Payment

- After School Club invoices will be sent out by in the first week of each term for that term, this must be paid by three weeks later.
- Parents/carers are encouraged to pay by monthly standing order or direct debit. Banking account details are available on request.
- Payments can be made by direct debit, standing order, cheque, cash or childcare voucher. Ashley Down After School club currently accepts the following vouchers:
 - Edenred
 - Computerserve
 - Kiddivouchers
 - Faircare
 - Bristol City Council
 - North Somerset D.C.
 - Busy Bees
 - Sodexo
 - Fidelite
 - CARE4
 - IKEN
 - Employers for Childcare
- The club will try to accept vouchers from other providers if necessary. Parents/carers should contact the club administrator for more details of how to arrange this.
- Non-electronic payments must be handed to the Play Facilitator (in their absence the Deputy) and a receipt will be provided if requested. Cheques must be made payable to Ashley Down After School Club
- Any additional sessions required may be paid for in advance.
- Cancellation of a Holiday Playschemes place requires a week's notice in writing otherwise a full charge will be made. A 50% rebate is given for children who are unable to attend the holiday playscheme as a result of illness.

New Starters – Deposits

A Deposit of at least 50% is required of the first terms fees if a new starter at the After School Club has no payment history at the club, at the discretion of the Administrator. The child/children will not be able to start until this has been paid. Payment for a

reception child starting in the first term will then be due by the end of the term, and for a child starting at the beginning of the term the balance will be due at the end of the third week of term.

Late Pick Up Charges

Muller Road Site

If a parent/carer is late collecting their child after 5.45, and has not previously contacted the play facilitator an additional charge will be made of £5 per part of quarter hour past 5.45 until 6pm, £10 per quarter hour after this time, with a minimum charge of £5. This will be charged at the Trustee's discretion.

Brunel Field site

If a parent/carer is late collecting their child after 5.30pm, and has not previously contacted the play facilitator an additional charge will be made of £5 per part of quarter hour past 5.30pm until 6pm. After this time the parent/carer will be expected to bear the costs incurred by the club as charged by Ashley Down Primary School. This will be charged at the Trustee's discretion.

Non-Attendance

If a child does not attend an after school session which has been booked e.g. due to illness, holiday, attendance at an after school activity etc, a refund will not be given. Exceptions can be negotiated in cases of long-term sickness or unavoidable absence.

Notice Period

If a parent/carer wishes to remove their child from the After School Club, they must put this in writing to the play facilitator, four weeks in advance. A final statement of account will then be provided. In the event of persistent non-attendance with no contact from the family four weeks' notice will be assumed by the club and charged accordingly. The place will be given to the next child on the waiting list.

Help With Fees

Every effort will be made to ensure that families are aware of the options available, including:

- Childcare Tax Credit Scheme
- Setting Education Grant
- Colleges providing financial assistance

- Child care vouchers – salary sacrifice schemes, there will be a need to talk to employers regarding this.
- City Council employee – salary sacrifice scheme.
- Other voucher schemes.
- In times of crisis parents/carers are encouraged to discuss the issue with the Trustees/Management Committee.

DOCUMENT HISTORY

Reference	Author	Summary of changes	Issued
Issue 1	Sheila Gould	Original policy (based on BAND template)	Nov 2010
Issue 2	Emma Hallett/ Sheila Gould	Reformat, update and minor changes to reflect/ improve practice	June 2011
Issue 3	Emma Hallett	updated fees for 12.13 and changes payments terms	Sept 2012
Issue 4	Sheila Gould	Update finish time of club and deposit terms	January 2013
Issue 5	Sheila Gould	Changed to reflect Muller Road and Brunel Field site.	November 2013
Issue 6	Sheila Gould	No Change	December 2014
Issue 7	Ana Escudero	Updated fees	September 2015
Issue 7.1	Shawn Pearson	Slight text changes	September 2015
Issue 8	Sharon Gordon	Updated fees	January 2017
Issue 9	Sharon Gordon	Updated fees	November 2017

Date Approved: 1/11/2017 **Signed:** Sharon Gordon

Position: Trustee **Name:** Sharon Gordon

Date for review: September 2018