

Safeguarding and Welfare Requirement: Information and records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Beech Green Out of School Clubs

Fees and Charging



Policy statement

We aim to make our setting accessible to families in the community and therefore aim to ensure our fees are as competitive as possible. As a non profit making charity we rely on prompt fee payments to be able to meet our running costs and to provide equipment and resources for the children who attend. Therefore the following policy will apply:

Procedures

- An annual invoice will be sent out stating the total amount due.
- Payment will be divided into 10 equal monthly payments.
- If paying by Childcare Vouchers, 12 monthly payments can be arranged if necessary.
- Fees can be paid in full or a payment plan can be agreed.
- Payment for fees can be made via standing order or by cheque or cash. If paying by cash please ensure that we receive the correct money as we cannot guarantee to return any change on the same day.
- If paying using childcare vouchers it is the responsibility of the parent/carer to inform our Business Manager and arrange a regular payment plan.
- Any additional one off sessions are payable on booking.
- Once a child has started, fees are payable for all sessions regardless of attendance. Therefore fees are still due for sessions missed due to sickness or holiday.

Late Payment:

- A 10% administration charge will be automatically added to all bills outstanding at the end of each month.
- Reminders will not be issued and payments will not be chased up by phone. It is the responsibility of the parent to ensure fees are paid according to their invoice.
- In the event of a cheque being returned marked unpaid, a £10 administration charge will be incurred.

Late collection charges

- If a child is not collected on time at the end of their session the setting will charge £5.00 for each 30 minutes delay (minimum charge £5.00). There will be an additional cost of £7.50 for each half hour that the child is collected late after 6pm.
- If a child is repeatedly being collected late, the Committee reserves the right to withdraw the places from that child.

Non payment of fees procedure:

- A meeting to establish a debt recovery plan will be arranged with parent/carer and a member of the committee. This meeting will agree instalment amounts and frequency as agreed amongst all parties and deadline for completion. Arrangements will be confirmed in writing by the setting as soon as possible after the meeting.
- Parents will be informed that no additional hours can be booked until the outstanding debt has been cleared and that their child's place could be withdrawn at this stage.
- If the debt still remains outstanding after the agreed completion deadline, the debt will be recovered by the setting through the courts.

We understand that some families may face genuine hardship in paying fees. We ask that, in these circumstances, parents or carers speak to a member of staff in confidence immediately as it may be possible to arrange a flexible payment plan.

Notice Period and Conditions:

- 4 weeks notice of the cancellation of places is required. This will start from the date stated on the Notification of leaving Form.