

## Emmer Green After School Club Fees Collection Policy

### 1. Introduction

This policy has been introduced to ensure that our Fee Collection policy is fairly applied and transparent to all parents/carers who have children in attendance at Emmer Green After School Club (EGASC).

### 2. Statement of intent

It is our intention to keep our fees to a minimum, while still raising sufficient funds to cover our running costs. EGASC is a non-profit making organisation, with registered charity status, Charity Commission registered no. 1076162.

### 3. Procedures for issue and payment of invoices

Parents/carers will be issued with an invoice at the beginning of each term as follows:

<u>Invoice presented to Parents</u>	<u>Invoice No.</u>	<u>Payment due for this period</u>
September (Term 1)	Invoice 1 -	for first half of Autumn Term
October (Term 2)	Invoice 2 -	for second half of Autumn Term
January (Term 3)	Invoice 3 -	for first half of Winter Term
February / March (Term 4)	Invoice 4 -	for second half of Winter Term
April (Term 5)	Invoice 5 -	for first half of Summer Term
May (Term 6)	Invoice 6 -	for second half of Summer Term

Fees are payable by the date stated on the bottom of the invoice.

Payments can be made by BACS into EGASC account which can be obtained at the bottom of the invoice.

An additional £10 charge per week will automatically be added to the next invoice for late payment. Method/timing of payment may be waived in certain circumstances at the discretion of the management committee under certain circumstances, which will be decided on a case by case basis.

Payment may also be made by Childcare voucher schemes. Please refer to Appendix 1.

Non-payment for more than 1 month may result in your child's place being terminated.

All queries in relation to invoices should be directed to the Revenue Officer, whose details will appear on the bottom of the invoice.

### 4. Fee Amount

The fee per session per child is £14.00

This fee is payable for all sessions including, for example,

- if your child is sick
- on holiday
- attending an organised after school activity
- at a friend's for tea (regardless of the amount of notice given)
- If the club is closed, or session duration is reduced, for reasons outside EGASC control (polling day/extreme weather/ building access restrictions)

Refunds cannot be given for non-attendance, family holidays, sickness or other reasons, as our staffing costs are incurred whether your child attends or not.

The management committee reserve the right to make changes to the fees, giving parents/carers one terms notice.

Bank holidays and professional 'inset' days published by the school at the start of the academic year will not be charged for.

#### **Related policies**

See also:

- Admissions policy,**
- Collection and non-collection of children policy**

## Appendix 1

<b>Provider</b>	<b>Account notes</b>
<b>Fideliti</b>	
<b>Edenred</b>	<b>Account ID:P20252211</b>
<b>Care-4</b>	<b>Account ID: 67619260</b>
<b>Allsave</b>	
<b>RG childcare</b>	
<b>Kiddivouchers</b>	
<b>Computershare voucher services</b>	
<b>Childcareplus</b>	
<b>Sodexo</b>	<b>Account ID: 165113</b>
<b>Midcountries Co-operative</b>	<b>Account ID: 85101638</b>
<b>You at work</b>	<b>Account ID: 12790</b>