

Administration

4.8 Payment of Fees

Policy Statement for St Joseph's Out of School Club

Statement of Intent To ensure that the rules of payment of money owed to St Joseph's Out of School Club are clear to all. The Out of School Club rely on regular income to continue operating. It is in the best interests of every child that fees are paid promptly and fully so they can benefit from consistency of care and routine.

Days/times will be dependent on spaces available and staff to child ratios. Please talk to the Play Leader in the first instance.

Description of Payments

Fees:

- A fee is charged for an early session (until 4.30pm) or whole evening (until 6pm).
- Fees are reviewed each year by the Committee and would normally rise in September, but the Committee reserves the right to change fees at any time of the year with advance notice of not less than four weeks given for any increase.

Late collection fees:

- A late collection fee is in place – separate invoices will be issued as applicable.
- Any child collected 10 minutes after their session has ended, their parent/carer will automatically be charged £10.
- If late collection occurs on a regular basis, your child's place could be withdrawn.

Requests for changes to contracts

- Amendments to contract bookings can only be requested twice per year, with a minimum of one month's notice.

Rules of Payment

- Payment of ad-hoc bookings needs to be made at the time of booking.
- Payment of contract-booking invoices is due by 20th of each month (please allow a week for payments to show).
- St Joseph's Out of School Club's preferred method of payment is by BACS (bank transfer). Bank details are given on the invoice.
- St Joseph's Out of School Club accepts childcare vouchers. Parents must use their child's name as a reference and send an email to the Treasurer to confirm payment.
- Cheques, made out to 'St Joseph's Out of School Club', and cash are accepted. Please hand in person to the Play Leader in an envelope addressed to the Treasurer with your child's name as a reference.
- Parents will be reminded, during the term, that their child's invoice is outstanding (if applicable).
- If payment has not been made by the first date (nor the payment plan agreed), a reminder will be issued giving a final due date, four weeks from the initial invoice date.
- If the full payment has not been received, nor payment plan agreed four weeks after the initial invoice was issued, or where repeated default is made on a payment plan then St Joseph's Out of School Club may take further action to recover the lost fees from the parent/carer.
- Concessions cannot be made for absences as the Out of School Club cannot fill a child's space with another child.

Refunds

- Refunds will not be made for absence through illness, holidays or other, including weather conditions apart from exceptional circumstances (at St Joseph's Out of School Club's discretion), as the running costs of the Out of School Club remain the same.
- Refunds will not be made where a child leaves or reduces their weekly sessions after the initial invoice has been issued.
- Refunds will be issued for paid fees (not funded placements) when St Joseph's Out of School Club closes a planned session, with prior notice by letter given 48 hours before the session.
- Refunds will be arranged by the Treasurer and/or Treasury Administrator, by deducting from the next month's invoice, or by BACS or cheque, this will be discussed between the parent and the Treasurer/Treasury Administrator.
- If the Out of School Club has to close due to Government requirements (eg. as in March 2020 re COVID-19 pandemic) then the Emergency/temporary closure policy⁵ will be followed. If refunds are applicable (non-funded places only), then parents will be informed accordingly.

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023