

# St Mary's Afterschool Club

## Fees and Non-Payment Policy

This policy forms part of the contract with the parents/guardians and St Mary's Afterschool Club.

St Mary's Afterschool Club operates a club for the parents and children of St Mary's Primary School. We aim to provide affordable afterschool childcare with a snack and calm play in a safe, supervised environment for children at the end of the school day.

### Opening Times

Afterschool Club **2.00pm–5.45pm** (5.55pm by special request)  
Monday – Friday (5 days) Term time only

### Booking and Fees

All bookings will need to be made on weekly basis to ensure that staffing levels are planned effectively. To cancel a child's place at afterschool club at least **24-hour notice** is required. Failure to do so will result in payment owed for the booking. Emergency sessions may be requested on the day and allocated if there are sufficient spaces but cannot be guaranteed.

- \* If you wish to secure a spot for your child in the event that a particular club is not on or cancelled, for example, if your child does not attend afterschool on a Thursday as they go to Drama; we can keep your place but a retainer fee of **£3.00** will be charged.

**Please note**, if you have a block-booking in place but your child has failed to use the place for two-weeks and you have failed to inform Afterschool that your child will not be attending, you will be stricken from the block-bookings and the place will be made available to another child on the waiting list. (Retainer bookings are exempt from this)

### **Fees:**

The cost of the club is as follows:

- Primary 1 to Primary 3 - £3.00 (2pm - 3.00pm)
- Primary 1 to Primary 3 - £10.00 (2pm - 5.45pm)
- Primary 1 to Primary 3 - £9.00 (3pm - 5.45pm)
- Primary 4 to Primary 7 - £9.00 (3pm - 5.45pm)

Payment of fees is to be made by cash, cheque (payable to St Mary's Afterschool Club), childcare vouchers or bank transfer. All places must be booked in advance and paid for no later than 1 week after that month, failure to do so will result in your child losing their place. Emergency sessions must be paid for on the day.

### **Invoicing and Payment**

Payments can be made daily, weekly or monthly. We will provide a bill at the end of each month for parents/guardians to settle. Fee payment is expected in full by cash, cheque, childcare vouchers or bank transfer. It is Parents/ guardians responsibility to obtain a receipt from the afterschool club as proof of payment.

St Mary's afterschool club reserves the right to refuse your child to attend any sessions and take action as is deemed appropriate while any of the fees remain unpaid.

The payment terms and conditions are intended to safeguard St Mary's afterschool club against the consequences of the default of others.

### **Termination of the contract**

St Mary's afterschool club reserves the right to terminate this contract immediately in the event of unsuitable behavior or non-payment of fees.

Parents/guardians are expected to give at least 24 hours' notice to a member of St Mary's afterschool club staff; otherwise this could result in a full charge.