

## **The Hollies Childcare Facility**

### **Holiday Club Fee Policy**

Authoriser: Lynnette Collins

Responsible Individuals: Sarah Murray and Lynnette Collins

Registered Charity Number: 1196324

## Revision History

| Issue / Draft | Date                            | Comments/ Reason for Change                                      |
|---------------|---------------------------------|------------------------------------------------------------------|
| Draft         | 03/06/2019                      | Initial Draft for Approval                                       |
| Issue1        | 11/03/2022                      | Reviewed for new opening of Holiday club                         |
| Issue 2       | 26 <sup>th</sup> September 2022 | Annual Document Review to include change to bank account details |
| Issue 3       | 18 <sup>th</sup> September 2023 | Annual Document Review                                           |
| Issue 4       | 16 <sup>th</sup> July 2024      | Change of cost per session                                       |
| Issue 5       | 10 <sup>th</sup> September 2024 | Annual Document Review                                           |
| Issue 6       | 12 <sup>th</sup> September 2025 | Annual Document Review                                           |

## Acronyms & Abbreviation

| Acronym/Abbreviation | Definition                     |
|----------------------|--------------------------------|
| The Hollies          | The Hollies Childcare Facility |
| CIW                  | Care Inspectorate Wales        |

## Table of Contents

|                                   |   |
|-----------------------------------|---|
| Policy Objectives                 | 3 |
| The Importance of Prompt Payment  | 3 |
| Explanation of Fees               | 3 |
| Monthly Fee Cost and Booking Form | 4 |
| Bank Details                      | 4 |
| Persistent Non-payment of Fee     | 5 |
| Late Collection of Children Fee   | 5 |
| The Hollies Closure               | 5 |

**The objective of this policy is to:**

- Set out clearly for parents, staff and committee members, when and how payment of fees is expected
- Secure prompt payment
- Minimise bad debt
- Safeguard The Hollies and its sustainability

**The Importance of Prompt Payment**

The Hollies Childcare Facility aims to keep fees as affordable as possible whilst providing a high quality provision run by qualified staff. Late payment of fees has a huge impact on the sustainability of The Hollies: failure to pay by a given deadline can mean that staff, many of whom are on minimum wage, cannot be paid on time. When non-payments accrue, either from one family or from several, it can even result in the future of The Hollies becoming uncertain and being unable to meet other financial commitments leading to closure.

The Hollies aims to provide a safe and welcoming environment that enables children to participate in every aspect of play, to be happy and to learn how to socialise with friends. To this end we need to employ the correct number of staff with suitable qualifications in line with CIW requirements.

In line with other childcare providers in the area, all booked places will be charged for even if a child is absent.

We are limited to the number of children we can take and places will therefore be allocated on receipt of the appropriate booking form.

**Explanation of Holiday Club Fees**

- The fee for Holiday Club is £25.00 per child per session.
- Fees will need to be paid at the time of booking. All days that are booked need to be paid for regardless of child's actual attendance.

**We will administer payment and booking procedures as follows:**

**Booking Form:** Please indicate which day/days of the week you wish your child/children to attend.

| Days Required | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------|--------|---------|-----------|----------|--------|
| No. of Places |        |         |           |          |        |

### Holiday Club Fee Cost

Fees must be paid at the time of booking

| Days per Week per child | 1      | 2      | 3      | 4       | 5       |
|-------------------------|--------|--------|--------|---------|---------|
| Cost per sessions       | £25.00 | £50.00 | £75.00 | £100.00 | £125.00 |

### Bank Details

The Hollies Childcare Facility

Lloyds Bank

Sort Code: 30-98-97

Account Number: 88728663

**Please Note:**

**Persistent Non Payment of Fees**

In the event of a persistent non-payment of fees, the Hollies reserve the right to seek and follow legal advice, and to exclude families from future use, where necessary, to enable the setting to be sustainable.

**Late Collection:**

Parents/carers must collect their child prior to The Hollies closing time. In situations where children are not collected by this time, parents/carers must contact The Hollies as soon as possible. If parents are over 10 minutes late, a £5.00 late collection charge will be added onto their next invoice.

If a parent is late to collect their child and does not contact The Hollies, the Senior member of staff on duty will use the contact number/s provided to try and get in touch with the parent. In the event of no contact being made after 30 minutes, the Senior member of staff will contact the Duty Officer at Social Services to advise them of the situation, and take their advice on further action (please see our Arrival and Collection Policy).

**The Hollies Closure**

If The Hollies is unable to open due to adverse weather conditions or other circumstances, parents will be informed as soon as is reasonably possible, and no payment for the session in question will be required. In this case, as payments are made, in advance, on a monthly basis any adjustment will be reimbursed at the end of the academic year.