

The Hollies Childcare Facility Out of School 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	05/06/2019	Additions made to include late collection of children, persistent non-payment of fees and The Hollies Closure
Issue 2	29 th April 2021	Changes made to fees charged
Issue 3	2 nd November 2021	Amendment to include change of name of setting and Registered Charity Number
Issue 4	26 th September 2022	Annual Document review to include change to bank account details
Issue 5	18 th September 2023	Annual Document Review
Issue 6	10 th September 2024	Annual Document Review
Issue 7	12 th September 2025	Annual Document Review

Acronyms & Abbreviation

Acronym/Abbreviation	Definition
The Hollies	The Hollies Childcare Facility
HOSC	Refers to The Hollies Out of School Club
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	5

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 HOSC Fees

- The fee for HOSC is £7.00 per child per session.
- Fees will need to be paid in 11 equal monthly payments as shown in the table below. All teacher training days and holidays have been deducted. All days that are booked need to be paid for regardless of child's actual attendance.
- Fees are to be paid, in advance, on the 1st of every month. To cancel a place one month's notice, in writing, must be given.

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					

HOSC Monthly Fee Cost

Fees per month, 11 months of the year – September to July

Days per Week per child	1	2	3	4	5
Monthly Fee Due on 1 st of the month	£24.18	£48.36	£72.54	£96.72	£120.90

We understand that there may be occasions when extra sessions are needed. Providing there is space available these will be charged at £8.50 per child per session. Payment must be made at the time of booking.

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 Playworker 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 Playworker 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.