

Policy Ref:
Paddocks # 003



Paddocks After School Club Fees

Statutory?	No
Date Approved	July 2025
Approved By	Headteacher
Review Date	July 2027



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After School Club Fees

<u>Session</u>	<u>Session Cost</u>
3.15-6pm	£12.50

The After School Club charges £12.50 per session, which includes a 'high tea'. Each session runs from 3.15-6pm.

If your child attends an activity after school and will be attending the After School Club afterwards, you will still be required to pay the full amount. Tea will be kept back for your child.

Booking Process & Information

We are only able to accept a regular booking with the same session/s each week; we are unable to accept bookings that require different days each week. You will be required to fill in an Enrolment Form where you can request your chosen days. Your chosen days are only guaranteed once you have received confirmation from The Paddocks Nursery and Pre-school. Once you have received this confirmation, you will be unable to cancel your child's place and you will receive an invoice in due course for your confirmed days.

If you need to book your child an extra session in addition to their regular session/s, we will do our best to accommodate your request based upon our capacity on that particular day. An 'Alteration of Hours' form will need to be completed, or an email will need to be sent to thepaddocks@wiveliscombeprimary.com. If you require an urgent response, please telephone the nursery on 01984 622155.

When requesting a booking, we require your chosen start date to be within 6 weeks of your request. For example, if you request your child's start date to be the 1st November, the earliest we could accept this request is from the 20th September.

Please contact The Paddocks Nursery and Pre-school if your child is booked in but will not be attending the After School Club. You will be charged for each session your child is booked in for. We are unable to refund for absences due to sickness.

We do not charge for Bank Holidays or Inset days.

If you are unable to get your child to school due to bad weather, you will still be charged for the session. However, if we are not able to provide the service due to bad weather or unforeseen circumstances, you will not be charged.

Late collection

If your child is collected after 6pm, you will incur a late collection charge of £15 per part or full 15 minutes. Staff will record a late collection and an invoice will be raised.

Cancellation

If you would like to permanently cancel your child's place at the After School Club, you will be required to give 4 weeks' notice in writing. If your child leaves before the 4 weeks are over, you are liable for the full 4 weeks' of fees.

Payment

Invoices will be issued a month in advance and all payments will need to be paid by the last day of the following month.

If a payment is not received on time, you will be charged a late payment fee of £10 which will be issued on a separate invoice with a reminder letter. This includes payments via BACS or childcare voucher system.

If a payment is not received within 7 days of the date of the reminder letter and no contact has been made to The Paddocks Nursery, then your child may be suspended from the After School Club until their account is cleared.

A payment plan may be an option which will be assessed on a case-by-case basis. It will remain confidential and cannot be discussed with any other parent/guardian. It does not set a precedent for a change in policy for all families.

Policy signed by: _____ Date: __/__/__

Parent/Guardian: _____

Child's name: _____