

# Castlecroft Primary School



## Out of Hours Club Charging Policy

July 2017

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### Out of Hours Club Charging Policy

The charges for the Out of Hours Club are as follows:

7.30 - 8.45	£4.50
Breakfast	£1.00 (Healthy breakfast served each day with hot Sausage sandwich on a Friday morning.)
3.30 - 5.00 Session 1	£5.00
4.45 - 5.45 Session 2	£3.50
Tea - Served at 4.00pm	£1.50 (We have a two week menu, this is on our website)
Missed Session Fee	£1.50 Those who do not use Block Booking
Full Session price is charged for missed sessions for those who use Block Booking.	

(FULL childcare package - £13.00 and with food £15.50)

Family reductions - Second child reduction of 15%, this is not available on food.

The Missed Session fee will only be applied when no contact is made before the booked session and the child does not attend.

#### Late Collection Fees

Late collection of children at 5.45pm will incur payment charges of:

£5.00 per child up to 15 minutes late.

£10.00 per child up to 30 minutes late.

#### Payment of Fees

The level of fees will be reviewed annually by the Governing Body in the light of the Club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

Payment of fees should be made in full through ParentPay, either before the child attends club or by the end of the attending month. If fees are not paid, the club will notify the parent/carer in writing and request payment at the earliest opportunity.

Parents/carers are encouraged to speak to the Manager if they have a query about the charging policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the club.

Should payments not be received and despite reminders the debt remains unpaid the Headteacher will pass the debt on to the local Council for recovery.

**Behaviour**

Whilst your child is in the Out of Hours club, our school Behaviour policy applies. This is available on our website.

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I have received a copy of the Castlecroft Primary School Out of Hours Club Charging Policy and note the changes to the collection of fees and missed session fee.

Signed-----Date-----

Parent/carer of -----