



OUT OF SCHOOL CLUB CHARGING POLICY

Welton Primary School's Out of School Club is an extended school provision and cannot be subsidised by the school budget. It, therefore, has to be self-sustaining. Fees have to cover; salaries, equipment, refreshments, insurance and other related charges.

The Club will implement the following policy at all times:-

- All fees are to be paid **in advance** either weekly or monthly, and it is preferable for them to be paid via childcare vouchers or through the ParentPay system.
- Fees will only be credited if children are absent from school due to sickness or are sent home during the school day.
- Cancellation or alteration to a booked place must be made **at least 72 hours before** the relevant session, otherwise full payment will be required.
- Cancellation of the same permanent session two weeks in a row will result in that session being withdrawn as a permanent session.
- If a child withdraws from the club in the middle of a week, the remainder of that week will be charged.
- If a parent/carer is late collecting their child/children, a charge of £5.00 per child will **automatically** be made to your account to cover the cost of salaries, irrespective of lateness (children must be signed out by 5.45pm).
- If a parent is suffering from financial hardship they should make an appointment to see Mrs Patrick, School Business Manager, to discuss the matter.
- The Club will give parents/carers 6 weeks notice of increases in fees.
- The Club is able to provide information to relevant authorities for parents claiming Working Family Tax Credit.