

CHARGES AND REMISSIONS POLICY
KIDS CLUB AND HOLIDAY CLUB 2023/24



Barkisland School Kids Club provides a childcare service before and after school, during term time. This is run and managed by the school.

The session times are 7.30am – 8.55am and 3.30pm – 6.00pm.

Charges:	
Breakfast Session	£5.50 per session (£5.00 for siblings)
After School Session	£10.00 per session (£9.50 for siblings)

During the school holidays Holiday Club runs from 8.00am until 6.00pm.

Charges:	
Full Day (8am – 6pm)	£27.50 (£25.00 for siblings)

The service provided by Kids Club is to be paid for by parents / carers according to the following guidelines.

Specific Aims of this policy

- i) To ensure that school administrative staff and Kids Club staff understand the charging procedures.
- i) To ensure that parents carers are clear about their obligations with regard to booking and paying for Kids Club services.

Bookings, Invoicing and Payments

(i) Term Time Kids Club

- Bookings must be made at least a half a term in advance via the school office.
- Longer term bookings i.e. for the whole term or year, can also be made.
- Once a place has been secured, confirmation will be issued along with a summary of payments required for the sessions booked, detailing monthly amounts to be paid.
- Payments can be made by using our online payment system, by standing order, cheques and childcare vouchers.
- Once places are booked they may not be cancelled (except in exceptional cases, which would have to be negotiated with the school at the time and the school would require at least half a terms notice).
- There will be no refunds made for non-attendance unless previously agreed with the school due to an exceptional circumstance this includes non-attendance due to participation in other extra-curricular activities.
- If the school is forced to close for any unforeseen circumstances e.g. boiler breakdown, adverse weather, no refunds will be made for the first day of closure.
- If monthly payments are not made (or a payment plan agreed), places will be withdrawn.

- Ad hoc bookings or changes to bookings may be made if the club can accommodate your child. If this is the case, please contact the school office and you will be notified if this is possible.

(ii) Holiday Club

- Booking forms will be issued at the beginning of every half term for the following school holiday.
- Once a place has been secured, confirmation will be issued along with a summary of payments required for the sessions booked.
- Payment must have been paid in full before the start of the holiday period.
- Payments can be made by using our online payment system, by standing order, cheques and childcare vouchers.
- Once places are booked they may not be cancelled (except in exceptional cases, which would have to be negotiated with the school at the time).
- There will be no refunds made for non-attendance unless previously agreed with the school due to an exceptional circumstance.
- If payments are not made in full before the start of the Holiday period (or a payment plan agreed), places will be withdrawn.

Late collection fee £10 per child, per 15 minutes, or any part thereof, for collection after 6.00pm

Management of Late Payments

The school regularly sends out text reminders to families where payments are outstanding.

If despite these reminders, payments and accounts are not kept up to date, the school office will send out personal written communication (email/letter) to families.

For every personal written communication sent, this will incur an admin charge of £10 each time.

Management of Debt

For debts less than £250

- If agreed payments are not made, the school will seek to:
 - Arrange a meeting with the Headteacher and parents to discuss the issue;
 - Set up a payment plan;
 - Monitor the payments regularly;
 - If payments are not made as agreed – places at the club will be withdrawn.

If debts continue to be unpaid the Governing Body will pursue outstanding debts through the small claims court or via a debt collection agency.

I agree to the terms and conditions of this policy.

Signed _____ Name _____

Parent/carer of: _____

Date: _____

Policy Monitoring and Evaluation

This policy was devised in June 2014 and last reviewed in January 2019 / March 2020/ March 2021 / March 2022 / March 2023