

Ewloe Green After School Club

Fee Policy

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 Club and its sustainability

The Importance of Prompt Payment

Ewloe Green After School Club 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 our club: 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 club becoming uncertain and being unable to meet other financial commitments leading to closure.

Payment of fees

The current fees for attending Ewloe Green After School Club are as follows:

Ewloe Green Morning Club Prices		
Session Times	Charge - 1 child	Charge - 2 children or more
7.30am - 8.30am	£5.00	£4.00 per child

Ewloe Green After School Club Prices		
Collected between	Charge - 1 child	Charge – 2 children or more (Per child)
3.10 – 4.15pm	£5.00	£4.00
3.10 – 4.45pm	£8.00	£6.00
3.10 – 5.15pm	£9.00	£7.00
3.10 – 5.45pm	£10.00	£8.00
After 5.45pm Penalty payment as no longer covered by insurance. £20.00 per child		

Ewloe Green Holiday Club Prices		
Session Times	Charge - 1 child	Charge - 2 children or more
8.00am – 6.00pm	£30.00	£28.00 per child
8.00am – 1.00pm	£16.00	£14.00 per child
1.00pm – 6.00pm	£16.00	£14.00 per child

Morning and After School Club places are booked through the school gateway by the Club Co-ordinator. Holiday club places are available for parents to book themselves through the school gateway where they will be prompted for payment to secure the booking.

Your balance outstanding is displayed on your child/children's account on the school gateway under the individual Club headings.

Parents are able to pay fees on a *weekly/monthly or half termly* basis. Parents should discuss their preference with the Club Co-ordinator. **Fees should be paid no later than the last Friday of each half term.** If fees have not been paid by this date (without prior discussion with and permission from the *Management Committee*), the club will follow the unpaid fees procedure set out below, and the club reserves the right to refuse to provide a childcare space for the child until payment is received.

Fees should preferably be paid through the school gateway or alternatively by childcare vouchers or cash.

Changes to fees

The Club will notify parents of any changes to fees in writing before they are implemented. Fees may be increased periodically as deemed necessary to cover costs.

Additional sessions

The club understands that sometimes childcare is required at late notice. Parents/carers are asked to provide at least 24 hours' notice for ad/hoc sessions and, where there is space and adequate staffing levels available, the club will try to meet this need. If parents/carers are unable to give 24 hours' notice, they are still able to request the extra session. The club asks that in cases of last minute bookings, the requests are made via the school text message service, telephone or through email to the club co-ordinator and that parents wait to receive confirmation that a place is available before sending their child to the club.

Additional sessions should be paid as soon as possible following the booking being made, or a late payment charge will be enforced.

Persistent Non-Payment of Fees

In the event of a persistent non-payment of fees, the club reserves the right to seek and follow legal advice, and to exclude families from future use where necessary to enable the setting to be sustainable. The club reserves the right to request payment in advance in cases of persistent non-payment of fees, and where funds are not received in advance, to not permit the child/ren to attend.

Late collection

Parents/carers must collect their child prior to the club closing time. In situations where children are not collected by this time, parents/carers must contact the club as soon as possible. A charge of £10.00 per child per quarter hour late collection charge will be added on to their fees. If a parent is late to collect their child and does not contact the club, one of the playworkers 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 Club co-ordinator 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).

Sickness

Parents must notify the Club as soon as possible regarding non-attendance of their child due to *sickness* and no later than *9.00am on the day of use*. In the case of sickness, the fee will not be charged. Failure to give sufficient notice of sickness results in the charging of the first hour unless there are exceptional circumstances, whereby a decision will be made at the discretion of the club co-ordinator. In cases of long-term illness/ long term health conditions, the Club will discuss payment/notice expectations with the parents/carers and this will be monitored and evaluated on a regular basis to ensure any agreement remains practical.

Cancellations

If parents wish to cancel a specific session booked, they will still be charged for the first hour of the session.

Holidays

If parents wish to take their child out of the Club to go on holiday, the Club must be informed. Fees may still be payable in order to retain the childcare place. This decision is at the discretion of the club co-ordinator.

Club closure

If the club is unable to open due to adverse weather conditions or other circumstances, parents will be informed as soon as is reasonably possible via the school messaging service, and no payment for the session in question will be required.

Ending of contract

If parents/carers wish to end their contract with the club, *two weeks'* notice must be given from the date the club is told. If parents/carers wish to remove their child immediately without notice, payment will still be required for the sessions that would have been used within the *two weeks'*. If payment is not received, the unpaid fees procedure above will be followed.

If a child is excluded from the Club, parents/carers will be expected to pay fees up to and including the date of exclusion but not beyond this point.

Club Procedure for Payment of Fees

- Fees should be paid through the school gateway. The club co-ordinator will book children in for the days and times requested each week per half term.
- Parents will be able to log in to the gateway to track days booked and charges.
- Parents can pay by childcare vouchers (please inform the Club Co-ordinator that you are intending to do this) as vouchers cannot be credited to children's gateway accounts until they appear on the **After School Club Bank statements** – this process can take up to 3 – 4 weeks so please plan payments in advance.
- Finally, you can pay by cash – the Club Co-ordinator will update payments on the gateway.

Club Procedure for Late Payment of Fees

If payment is not received by the no later than the ***last Friday*** of each half term, the following procedure will be followed:

- On the Monday following the week of late payment the Club Co-ordinator will contact the parent/carer to highlight the issue by email or text message through the school message service informing them that their child/children's fees are overdue and will accrue a late payment fee of £10.00. This late payment fee will incrementally rise by £10.00 per week until the fees are settled in full.
- If payment continues to be unpaid one week later a further email or text message will be sent out stating the amount overdue giving the parent/carer an opportunity to discuss the matter including a timescale for payment. Failure to pay fees at this stage will result in children not being able to use the Club.
- After two weeks of unpaid fees and no explanation an email will be sent to parents offering a solution and chance to pay the amount owed in full before passing the debt on to a third party.
- If the debt continues after 4 weeks' the debt will be passed on to the After School Club's management committee who will contact the Clubs' solicitor informing them of the outstanding debt. The Club will still accept the fees at this point.
- In the event that the debt remains unpaid after 6 weeks' the Club Co-ordinator will liaise with the After School Clubs' management committee and solicitor to take steps to recover the debt in a small claims court.

This procedure will be reviewed annually
Date last reviewed 01 September 2025