

## **Payment Policy**

**Payments are to be made in advance of places used weekly, monthly or termly.**

**We accept payments by cash, check, standing order or child care vouchers.**

**Due to staffing and buying of resources and snacks, all places booked require full payment regardless of children being sick, non attendance or attending school activities.**

**Any child collected after 6.00pm will be charged at £1.00 per minute late.**

**Consistent late payment may result in a fine and a loss of places. In extreme cases we may refer accounts to debt recovery agencies.**

**Fees will be charges as follows**

**Am sessions £4.00 per child**

**Pm sessions 3.15pm to 5.30pm - £7.50**

**3.15pm to 6.00pm - £9.50**

**Holiday scheme**

**£20.00 full day (8.00am – 5.00pm)**

**Trips will be an extra charge and is calculated for each scheme.**

**(concession for second sibling £15.00 for full day)**

**Cancellation on trip days will result in full charges being made due to Care Club paying for transport and tickets in advance.**

**Concession rate will apply for second sibling only during holiday schemes and full charges for trips will still be required.**

**Fees will be reviewed annually by our board of directors and are subject to change.**