



# Smilers Payment Policy



<b>Status</b>	
<b>Responsible Board</b>	<b>Directors Board</b>
<b>LGB</b>	<b>Full Governing Board</b>
<b>Responsible Persons</b>	<b>V.Wood</b>
<b>Date Policy Agreed</b>	<b>December 2023</b>
<b>Last Review Date</b>	<b>September 2024</b>
<b>Next Review Date</b>	<b>September 2025</b>



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**Bookings for breakfast, after school clubs must be booked in advance, the cost of sessions are:**

***Breakfast Club £3.50 per session***  
***After School Club £7.00 (3:30 -5.30 pm)***  
***After school club £ 5.00 (3:30pm-4:30 pm)***

***[PLEASE NOTE: a notice of 2 months will be given for price increases]***

## ***Payment arrangements***

### ***Breakfast and After School Club:***

Breakfast and afterschool club sessions should be paid for on the first session, for all sessions booked or paid in full within the same week. All payments should be made via Parent Pay.

**Cancelling of sessions**  should be at least 24hrs in advance, if you do not cancel your sessions without good reason, you may still be charged for the session. You can cancel sessions via the school office.

**Illness** – If your child is taken ill during the school day, you must notify Smilers and you will not be charged for the session booked. This can also be done via the school office.

**No bookings are to be made provisionally over the telephone or via email. Bookings must be confirmed by a fully completed registration form and booking form, both signed and dated, along with full payment in advance prior to attendance. Booking forms can be emailed to you on request.**

### ***Late Collection of a child during After School Club:***

Children must be collected at 5.30 pm. After this time, the school is locked for the night. If you are going to be unavoidably late, it is important that you contact us on 01302 874536 as soon as possible, so that arrangements can be put in place. In these circumstances at our discretion, an £8 per 15 minutes late collection fee will be incurred. Persistent late collection will result in the after school provision no longer being available.



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***Late or Non-Payment of fees:***

Smilers out of hours childcare adopts a strict no debt policy relating to the payment of sessions booked.

As outlined above, all sessions should be paid for in advance. If sessions that have not been paid for within two weeks, you will be spoken to by the setting manager. If the debt continues to rise you will then receive a formal letter asking for the debt to be cleared and a date that this needs to be done by. If after this date the setting reserves the right to begin proceedings to secure payment.

If for any reason you are struggling to pay for any of the childcare you have received, you should contact the setting manager as soon as possible so that arrangements can be made by setting up a clear Payment Plan to help you clear the debt.

All parents and carers will be asked to sign the settings debt policy. (see attached)



**Smilers Out of Hours Childcare Debt Policy**

- The School adopts a strict **NO DEBT** policy relating to the out of hours childcare service.
- The cost of childcare should be paid in advance - at the beginning of each week for breakfast and after school clubs.
- Childcare services will be withdrawn if you fall into more than 2 weeks arrears.
- If a parent/carer genuinely forgets to pay or has a genuine reason for the arrears. the school may grant an exception and a payment plan may be put in place to help clear the arrears. At this point all childcare must be paid for daily.
- If the debt is not cleared childcare will be withdrawn and parents/careers will have to make alternative arrangements.
- If a reasonable arrangement to clear a debt cannot be made, the school reserves the right to begin legal proceedings to secure payment

This policy will be reviewed annually.

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**Bentley High Street Primary School**

Child's Name \_\_\_\_\_ Class \_\_\_\_\_

I confirm that I have read and agree to the Smilers out of Hours Childcare Debt Policy.

Parent/Carer's Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_