

## WEDDINGTON PRIMARY OUT OF HOURS CLUB

### Policy for Payment of Fees

1. Payment of fees to Weddington Primary Out of Hours Club for your child/children's attendance during term-time should be paid monthly after notification of the amount due is made to you.
2. If a prior arrangement has been agreed, by the Manager, for those who pay by **Childcare Vouchers**, fees can be paid in accordance with this.
3. If the payment of fees referred to in (1) above shall be outstanding for more than 14 days then the Club may serve notice in writing preventing your child attending the club. Your child will not be allowed to attend until the outstanding fees are paid. The Committee will be informed of the fees outstanding.
4. If outstanding fees amount to a maximum of £100 you will be notified by the setting and the fees must be cleared immediately. If you fail to do so your child will not be able to attend until the outstanding fees are cleared. If the fees are not cleared, the Committee will be informed and appropriate legal action will be taken.
5. If children are collected after 5.45 pm when the club closes, there will be an additional charge of £25.00 for the initial 30 minutes, and £1 per minute thereafter and is in addition to the sessional fees.
6. If you wish to cancel your places at Out of Hours permanently, a **week's notice is required**. If you do not give a week's notice you will be charged for the sessions your child normally attends until the end of that week.
7. If your child is off sick or goes on holiday in term-time, or you cancel the place for that session, you will be charged for the first hour of the session.

8. If your child attends an after-school club, run on by the school, your child will still be charged for the OHC session. You can permanently cancel your place during the time your child attends the activity, but you will have to reapply for the place once the club has finished. In addition to this, if you have cancelled your place permanently, and the after-school activity club is cancelled for any reason, we may not be able to take your child, as the place may already be taken by another child.

**Child's Name** ..... **Parent's signature** .....

**Date of policy reviewed: April 2024**

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