



# Northfield Manor Primary Academy

## Breakfast Club / Afterschool Club Pay and Conditions Policy

The aim of this policy is to clearly outline the arrangements/ terms and conditions for booking and paying for before and after school provision. More information regarding breakfast and after-school set up can be found on 'Before/ After-school Club Prospectus.

### Parents responsibilities:

- By joining Afterschool and Breakfast Clubs, you agree to drop off and collect your child/ren on time. Persistent late collection will result in additional charges and places may be rescinded.
- To ensure that we can contact you in case of emergency and inform us of any changes of address, contact numbers, etc.
- To ensure that you inform us of any changes in your child/ren's medical information or allergy changes as soon as possible.
- To ensure that payment is made in line with the charging policy outlined below.

### Charging Policy

#### **Responsibility for payment:**

The responsibility for payment of fees, charges and penalties lies at all times with the person who is the primary contact on parent pay.

	Breakfast club	After-school Club
Per session	£4.50	£8.50
Per full week (5 sessions – Monday – Friday)	£22.50	£42.50
Per month (4 full weeks)	£90.00	£170.00
Per half term (typically six weeks but will vary)	£135.00	£255.00

#### **Payments must be made in advance – one week before attendance.**

- All payments are to be paid on Parent Pay (please ask for support if needed).
- Payments should be made into Parent Pay accounts to ensure that enough money is in the account before attending a club.
- There must be at least 1 week of funds in a pupil Parent Pay account, 1 week before attendance.

#### **For example**

Child 1 attends after school club 3 x weekly = £25.50

In order to attend club the week commencing Monday 9<sup>th</sup>, at least £25.50 must be available in the Parent Pay account on Monday 2<sup>nd</sup>.

Parent Pay accounts will be checked by the finance officer each **Monday**.

Any accounts that do not have sufficient funds, will be contacted to deposit the required funds.

Accounts that have been contacted, will then be checked again on **Wednesday**. If the required funds have not been deposited, then the pupils before or after-school place will be revoked for the following week and parents will be informed.

If you would like to pay for more than a week in advance (e.g a month or a half term), this can be added to your account and will be monitored in the same way.

Please ensure the account has a positive balance (the full cost of the first week) no later than 28<sup>th</sup> August.

If you are in receipt of Universal Credit, please provide proof of this as we are aware that they only pay for childcare in arrears. This will be the only exception to the rule. We will only accept one month of arrears as they pay monthly. If the debt is not cleared before the next calendar month then the places will be withdrawn.

If you currently are in deficit for Breakfast / Afterschool club on the 28<sup>th</sup> August, your child will not be offered a place until this debt is cleared and a positive balance has been deposited.

#### *Penalty Charges*

Parents who are late collecting their child/ren will incur a penalty charge of £10.00 per child for every day they are late after the official closing time of 6.00pm. This penalty charge must be paid the next working day. Any child/ren left for more than 45 minutes could result in Social Services being contacted and/the police.

- If your child is absent from school due to illness, they will be expected to pay full price for the sessions their child would miss as their place will still be kept for them.
- If a parent chooses to take their child/ren on holiday during term time, they will still be expected to pay full price for the sessions their child/ren would miss as their place will still be kept for them.

#### *Exceptions to the payment*

- If the school is closed for any reason, i.e. enforced snow closure, there will be no charge to the parent and their place will be kept for them.
- If your child/ren is absent from school on an educational visit or a school residential visit, there will be no charge to the parent and their place will be kept for them.

\*All queries regarding payments and debts must be referred to the School Finance Department, or After School Club Coordinator.

Name – Surname of parent / carer: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_