

GHYLLSIDE OUT OF SCHOOL CLUB
PAYMENT POLICY
September 2017

The fees for Ghyllside Out of School Club are:

After school session £6.60 per day for the oldest child; £12.20 for two children and £15.90 per day for three children

Breakfast and lunch club: £3.00 per child per day with no reduction for siblings.

- Fees are payable in advance, for the sessions booked. Please pay by cheque (made payable to Ghyllside Out of School Club) BACS (further details available upon request) or cash within 14 days of the receipt of your invoice. If fees are not paid by the end of the month a reminder will be sent and you may be liable to a 10% surcharge.
- Fees should be handed to the Club Playleader or the School office in a clearly marked envelope.
- Families on Universal Credit for child care are welcome to discuss payment methods in confidence with the Chair of the Committee.

The Committee regrets that there will be no refund for sessions booked but not used, either through illness or other commitments unless we are given two weeks notice. Members are expected to give as much notice as possible if they no longer require a regular place at the Club, the minimum notice of cancellation being one week.

EXCLUSION FOR NON PAYMENT OF FEES

If payment of fees has not been sent within 7 working days of the receipt of your invoice a written reminder will be sent. If two reminders are ignored, the child will be excluded until payment is made in full.

May we remind you that our Payment Policy includes the following

- Should your cheque bounce we regret that we ask you to pay the bank charges that we incur and will add £5.00 for administration costs - this will be added to your next bill.
- If you are late (after 6.00pm) collecting your child, a charge of £5.00 per child per quarter hour or part of the quarter hour is payable to the Club. This will be added to your next invoice.