



BREAKFAST AND AFTER SCHOOL CLUB

Fee Paying Policy and Contract

This document is to be part of the contract between the Breakfast Club and After School Club for parents/carers and should be signed by parents/carers, with the Registration Form.

Upon first registering a child(ren), two copies of this policy should be handed to the parent(s)/carer(s) together with a Registration Form.

Parent(s)/carer(s) should complete, and sign, the Registration Form and return to the School Office, together with a signed copy of this 'Fee Paying Policy'. The second copy of the 'Fee Paying Policy' is to be retained by the parent(s)/carer(s).

FEES CHARGED FOR BREAKFAST AND AFTER SCHOOL CLUB

Breakfast Club – 7:30am to 8:50am	Price per session
First Child	£6.30
Additional Child/ren	£5.80
After-school Club – 3:15pm to 4:30m	Price per session
First Child	£6.30
Additional Child/ren	£5.80
After-school Club – 3:15pm to 6pm	Price per session
First Child	£10.30
Additional Child/ren	£9.30

Payment for Breakfast and After School Club must be made through **ParentPay** at parentpay.com

For help logging on, please contact the School Office – office@oakington.cambs.sch.uk or 01223 232328

Approved by the Local Governing Body					
Headteacher:	Nathan Clark	Signed:		Date:	
Chair of Govs:	Helen Bryant	Signed:		Date:	

DETAILS OF CONTRACT

If a child is collected later than 6pm on more than 2 occasions in a term, a levy of £5.00 for each child, per ¼ of an hour will be charged for future late pick-ups.

The Breakfast and After School Club reserves the right to refuse places if a child is continually collected after 6pm.

There will be an annual review of fees – parents will receive notification of this.

Fees will still be charged should a child(ren) be unable to attend due to illness, or other commitment notified to the Breakfast and After School Club by parent(s)/carer(s).

Fees will not be charged or will be refunded if the Breakfast and After School Club notifies parent(s)/carer(s) that it is unable to run.

Parents will have their ParentPay account debited on each day their child is booked into Breakfast or After School Club.

Parents need to ensure their ParentPay account remains in credit by either topping up their account regularly or making one large payment at the beginning of each half-term or term.

Invoices can be issued upon request.

Any parent or carer wishing to amend weekly booking arrangements must give a month’s notice of change in writing. If a month’s notice is not given, we reserve the right to charge for this period.

If ‘one-off’ days are booked and then cancelled parents/carers will be charged if less than 48 hours notice is given.

Payment for any child attending irregularly or in an emergency must be paid within two weeks after attending.

The Breakfast and After School Club reserve the right to withdraw places if ParentPay accounts repeatedly go overdrawn or are overdrawn by £50 or more.

The school can accept payment by Childcare Vouchers. Please let us know if you wish to pay by this method. Anyone who has already indicated that they wish to use this method will be contacted as soon as we are up and running.

The Breakfast and After School Club are aware that families have varying constraints and will endeavour to offer support to families if possible. Please make a request, in writing, to the Administrator / Headteacher to discuss the matter, in confidence.

We endeavour to make the Breakfast and After School Club a safe and relaxing space for children to socialise and unwind before or after the school day. We reserve the right to withdraw places of children who repeatedly do not follow behaviour expectations or place themselves or other children in danger.

Please sign and return one copy of this policy, together with your Registration Form, as part of your contract with the Breakfast and After School Club. Please retain a copy for your reference.

Parent/Carer’s name:

Parent/Carer of:

Signed: **Date:**