**10.15 payment of fees**

**Policy statement**

We ensure that we offer a competitive and fair fees system for all our families. In order to continue to provide a high quality, safe and stimulating service for children, we aim to set clear systems that ensure parents / carers can budget and keep up to date with payments. We provide invoicing systems through our APP (Famly) to allow for a monthly contract between parents and the club Directors with a clear end date to ensure accounts are kept up to date. We do not believe it is in the best interest of our families to allow for accounts to fall into arrears and therefore we do not allow for accounts to escalate beyond one month’s payment. However, if families find themselves in hard times, the directors or nursery management team will discuss a solution with the account holder.

**Procedures**

*Payment plan*

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| **Schedule of fees** |
|  | Deposit is required at the time of enrolment to secure a place and will stay on your account until your last paymentChildren in receipt of funding - £31.00 Deposit. Non funded children, deposit amount total of 4 weeks fees or £100, whichever is the lesser amount |
| *[Hourly rate(s):* |
|  |  |
| Children aged 2 years | £5.30 |
| Children aged 3 years or more | £4.55 |
| *Other charges:* |
| Consumable charge per day £3.00 full day / £1.75 half day  |
| Breakfast Club (Rec and above) £5.00After School Club (Rec and above) £9.25 for first child 2nd child sibling discounted rate of 20% |

**All children will still be invoiced during periods of sickness and absence for holidays at the normal chargeable rate – for Covid-19, please refer to appendix 2**

**Appendix 2 – Covid -19**

We understand the difficulties that all our families face due to covid-19, not least the organisation of isolation periods and financial implications. With this in mind, we would like to set a clear policy on our fee structure if under the unfortunate circumstances your child is asked to isolate for a period of time.

1. For the first 48 hours of any period of absence due to Covid-19, all invoicing will remain the same
2. If your child is sent home or refused entry due to Covid systems and asked to take a test
* Negative test result – Normal Full fees will be charged for full duration of illness
* Positive test result – 50% discount will be given on all fees for the remainder of days up to a period of 10 days or amount of days required to isolate following government policy.

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| This policy was adopted by | Leyland St James’ Wrap around club | *(name of provider)* |
| On | 07.03.18 | *(date)* |
| Date to be reviewed | Updated 08 / 09 / 2020 | *(date)* |
| Signed on behalf of the provider |  |
| Name of signatory | Debbie Gillibrand |
| Role of signatory (e.g. chair, director or owner) | Manager |