

## **BISHOP CORNISH BEFORE AND AFTER SCHOOL CLUBS (BASC) CHARGING POLICY**

Please respect our charging policy, as the fees charged for BASC care reflect the safe and stimulating environment the setting provides for children. They also ensure the continued high standards and sustainability of the BASC.

### **Booked Sessions**

The BASC provides sessional care (Monday-Friday) with a morning session (07.45-08.50), and afternoon session (15.15 – 16.30 and 15.15 – 18.00). Childcare can only be booked by session and will be charged accordingly.

Parents will be sent a registration form early in the summer term for sessions commencing the following autumn term. Requests will be dealt with in order of when they are received and spaces allocated accordingly. Once the sessions are full, children will be placed on a waiting list. The school office will contact parents when spaces become available.

### **Fees**

Fees are charged on a sessional basis. Invoices are sent out at the beginning of every half term. All invoices to be paid in full by the due date shown on the invoice unless paying by vouchers when the invoice needs to be paid in full by the end of each half term.

Our current fees per session are:

Breakfast	£3.50
15.15-16.30pm Session	£5.00
15.15 – 18.00pm Session	£9.00

Late collection after 6pm will incur an additional charge of £5.00 for every 15 minutes.

The charges are reviewed each year in the spring term meeting by the trustees and, in light of financial planning, increases will be made accordingly. The new fees will start from the following September. There are discounts available for siblings.

Ad-hoc sessions can be booked where there is excess capacity and this differs each day. The sessions will be filled on a first come first served basis providing the correct staff: children ratios can be maintained every day. The ad hoc sessions will be charged at the usual session price and will be added to the next invoice.

### **Illness or holiday**

There will be no refund for sessions missed due to illness or holiday. Please ring the school or email [secretary@bishop-cornish.cornwall.sch.uk](mailto:secretary@bishop-cornish.cornwall.sch.uk) if your child is unable to attend. If you are away on holiday, please send an email or write a letter to confirm the dates beforehand.

### **Payment of fees**

Fees are reviewed in the spring term and any increase is communicated to the parents at the latest via a letter in July for a September start.

Fees are due in advance every half term for that current half term and are non-refundable as they are required to meet the overheads of the BASC. Invoices are issued at the start of every half-term and must be paid within 14 days, the due date will be shown on the invoice. A late fee of £10 will be incurred if the bill is not paid during the 14 day period. The BASC cannot refund any sessions missed owing to illness, family holidays or for emergency closures. Parents paying with childcare vouchers must pay in full by the end of each half term. A late fee of £10.00 will be incurred if the bill is not paid during this period.

Fees can be paid in cash, by cheque, by bank transfer or via an employer's childcare voucher scheme. Fees paid by cash or cheque must be handed directly to a member of staff. If paying direct to the bank account, please ensure your child's name and BASC is used as a reference. Payments made by voucher or direct to the bank account; please notify the school office that a payment has been made by emailing [finance@bishop-cornish.cornwall.sch.uk](mailto:finance@bishop-cornish.cornwall.sch.uk)

It is our intention to be sympathetic to the needs of your child(ren) when families encounter financial difficulties whilst competently collecting outstanding amounts as they fall due. Unpaid fees have a detrimental effect on the BASC and it is not a situation which we will leave unresolved. Therefore, if you are, for any reason, unable to pay the fees due, please speak to either Mrs Dunbar or Mrs Hale advising of your particular circumstances. We will do our very best to come to an agreement regarding payment. In the event of a personal crisis, we will do our best to resolve the situation for both parties. However, in every event, the outcome is that all outstanding fees must be paid. A reminder will be issued on the day the fees become overdue along with a £10 additional charge, followed by a final demand (if fees have still not been paid within 7 days of this date), whereby your child will not be able to attend the sessions until the outstanding amount is paid. No further debt will be allowed to build up.

### **Help with paying for your childcare:**

**Childcare Vouchers** If you are working, you could also pay part of your childcare in childcare vouchers.

Vouchers up to a limit of £55 per week are free from tax and national insurance, and could save a parent up to £1196 a year. Each employed parent can use vouchers, so a two parent family could save up to £2392 per year. It can also save employers money too.

Ask your employer if they are registered with a childcare voucher scheme and if not encourage them to contact the Families Information Service on 01604 237935 to request a free employers guide to childcare vouchers.

### **Notice periods**

Increasing your child's sessions – please speak to Mrs Dunbar and we will do our best to accommodate you but this may not always be possible.

Reducing your child's sessions - We require four weeks' notice, in writing (an email is acceptable), of your intention to reduce the number of sessions your child attends at the BASC. You will be charged for your child's booked sessions during the 4 week notice period.

Withdrawal from the BASC. We require four weeks' notice, in writing (an email is acceptable), of your intention to withdraw your child from Pre-School. You will be charged for your child's booked sessions during the 4 week notice period.

Policy written in July 2017