

Kingston St Mary C of E Primary School

Kingfishers Breakfast and After School Club

Fees, Bookings and Payments Policy



<u>FEES</u>		
Club	Time	Cost
Breakfast Session (B)	7.45 – 8.30am	£3.50 per child
After School Session (K)	3.00 - 4.30pm	£5.50 per child
After School Session (F)	4.30 - 5.30pm	£4 per child

BOOKING OPTIONS

We have three booking options to suit the different needs of our Parents:

- Pre-book and pay system which is most likely to guarantee your child/children a place at the club.
- Ad hoc system which endeavours to meet requests that crop up throughout the term.
- Emergency, short notice bookings.

Booking Options a & b

Booking options a & b require the booking to be made via the SCOPAY app or online at SCOPAY.com and payment at the time of booking. This can be done up to midnight the day before the booking. You should assume that a place is available unless notified otherwise.

Booking Option c

Short notice (same day) bookings can be made by phoning the school during school hours (8.30 - 4.30). For a short notice booking for breakfast club only, currently you may simply turn up, but please make sure you contact the school office as soon as possible to notify staff.

Following short notice bookings, the parents/carers must pay the full childcare fees via SCOPAY, or on collection of your child (see below).

PAYMENTS

The following methods of payments are accepted:

- SCOPAY (via the app or at SCOPAY.com)
- Cash (in special circumstances previously negotiated with the school)
- Childcare vouchers (Please check with the school office for details – advance bookings only)

Receipts will only be given to those families who request them.

No refunds will be offered if you cancel any booked session – unless the need to do so is brought about by the following circumstances-

1. The actions of the school e.g. previously unknown school clubs or activities clashing with a booking
2. Changes in work commitments. A minimum of seven full days' notice is required.
3. The child's illness meaning they are not in school

We reserve the right to refuse bookings from accounts that have been in and out of debt on more than three occasions.

We do our best to: Use Our Head, Have a Heart, Give a Hand

"I came so that they could have life – indeed, so that they could live life to the fullest."

John 10:10

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DROP-OFF AND PICK-UP

The Breakfast Club fee is for the whole session, there is not a reduction for arriving part way through the session.

Collection early from the Kingfisher After School Club will not reduce booked session costs.

Please note that it is important for the children and our staff, that pupils are collected promptly. We do appreciate that sometimes delays can be unavoidable but to cover our costs we **reserve the right to charge £10.00 for every fifteen minutes** or part thereof for children when parents are over the agreed collection time.

ACKNOWLEDGEMENT AND AGREEMENT TO THIS POLICY
<i>Please sign and return to the school office</i>
I confirm that I have received a copy of the Fees, Bookings and Payments Policy and I agree to comply with the terms and conditions therein.
Child's Name
Parent's Signature Date:

Document last revised January 2023

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