

## Bromley Hills Childcare Contract

Parents can book sessions for Breakfast and After School Club online using SchoolMoney. Payment must be made up front when booking through SchoolMoney.

Places are subject to availability and when all places are filled, a waiting list will be established on a first come, first served basis.

Emergency admissions will be at the discretion of the school Senior Leadership Team and will be added to SchoolMoney by the admin team.

Ad-hoc sessions can be booked up until midnight the day before by parents/carers.

Ad-hoc sessions can be booked on the day by admin Staff (subject to available sessions)

No refund will be given for early collection of the child

Payment to be made at time of booking, or within 7 days for sessions added by admin staff.

Places must be booked and paid for in advance, unless paying using childcare vouchers or the governments Tax Free Childcare scheme.

If paying via vouchers, a Booking Request form must be completed prior to places being booked. Should session changes be required for regular booking, these must be made at least one week in advance. Ad-hoc sessions can be booked on SchoolMoney, subject to availability, up to the night before. Charges will be made for registered places, even if parent/carer doesn't book and pay in advance.

### Fees and Payment

<b>Breakfast Club</b>	<b>Wrap-Around (Pre-School)</b>	<b>Wrap-Around (Pre-School)</b>	<b>Wrap-Around (Pre-School)</b>	<b>After School Club</b>
7.45am – 8.55am	8.30am – 11.30am	11.30am – 12.30pm	12.30pm – 3.30pm	3.25pm – 5.30pm
£3.50	£9.50	£3.50	£9.50	£6.00

There will be no refund in the event of early collection of the child/ren or the child/ren not attending the club, unless suitable medical evidence is provided.

Pre-School wrap-around sessions will be charged to SchoolMoney the day after the child has attended and must be paid within one week.

## **Late Collection Fee**

The After School Club closes at 5.30pm and our premises is locked. If your child/ren have not been collected by this time, we will attempt to contact you. If we are unable to reach you, your emergency contact will be notified to collect your child/ren. If your child/ren have not been collected by 5.30pm, you will be given a verbal warning about late collections. Should your child be collected late again, we reserve the right to apply a £10 late fee per child. The late fee must be paid within 48hrs of being added to SchoolMoney or your child's place will be withdrawn.

## **Payment of Outstanding Balances**

If a child's fees have not been paid within 7 days of receiving the reminder text, then a reminder letter will be issued. If the amount is outstanding within 7 further days, a second reminder letter will be issued. If the amount is still outstanding 14 days after this second reminder, a cancellation of registration letter will be issued by the school and your child will be unable to attend until all fees have been paid. Any outstanding balances will be referred to the Local Authority. The Local Authority will invoice parents/carers for the balance outstanding and follow the Local Authorities debt recovery procedure. Please be aware that this ultimately ends up with debt collectors.

## **Cancellation**

Notice to cancel registration with a club must be supplied by a parent or carer in writing one week in advance confirming the intention to cease using the club.

## **Session fees are non-refundable**

There will be no refund or reduction of fees for pupils who take a family holiday during term time, or who are absent from school due to short-term illness, excluding illness where absence is mandatory.

There will be no reduction in fees for children who choose to attend a sports or music club after school on a day when they are booked into After School Club.

Where a child is taking part in an activity representing the school, there will be no charge for non-attendance of the club.

Fees will be charged for registered sessions booked even if the child does not attend. These will be added by Admin Staff, if not booked by the Parent/Carer and payment should be made within 14 days.

Fees will be reviewed annually by the school. Parents/Carers will be provided with a minimum of half a term notice detailing any changes to fees.

**By booking sessions online, you agree to the above terms.**

## Booking Request Form

If you wish to pay by childcare vouchers or the government's Tax Free Childcare scheme, please complete the table below to indicate the sessions to be booked.

Child's Name ..... Class .....

Please book the following regular sessions for my child.

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast Club					
After School Club					

I have read, understood and agree to abide by the terms listed in the Bromley Hills Childcare Contract.

I will be paying by:

- Childcare Vouchers – please specify provider .....
- Tax Free Childcare
- Other – please specify .....

Signed ..... Date .....

Print Name ..... Relation to Child .....