



# Funtastic Club

## Policies & Procedures

### No 20



## Funtastic Club Fee Charging Policy

This fees policy forms part of the contract with the parents/carer and Funtastic Club.

Funtastic Club operates an Afterschool, Breakfast and Holiday Club for the parents and children in the local community. We aim to offer high quality, safe and a stimulating environment that provides a service that is good value for money.

### 1. Opening Times

Breakfast Club	7.45am – 9am (Except infants: 7.50 am – 9am)	Mon – Friday (5days)	Term Time Only
Afterschool Club	3pm to 6pm	Mon – Friday (5days)	Term Time Only
Holiday Club	7.50am to 6pm	Mon – Friday (5days)	Holiday Time

### 2 Booking and Fees

**2.1** Parents are advised to book the services they require in advance to avoid disappointment. If a place is needed at short notice please contact Funtastic club as soon as possible. It is not acceptable to leave a child unaccompanied with no booking at the club without the parent checking with the owner or manager that there is sufficient space due to the legal requirements of Ofsted. If a child is left unaccompanied without confirmation that there is a space available a fine of £30 will be incurred.

Service	Fees	Additional Services Included:	Late Collection Fee See 2.3 note below	Non Booking Fee See 2.4 note below

Breakfast Club	£5.00	Breakfast	NA	£1
Afterschool Club	£12.00	Hot meal	Any collections after 6pm will incur a charge of £10 every 15mins	£2.50
Holiday Club	£30.00 Full Day (7.50am – 6pm) £20.00 Half Day (7.50am to 1pm or 1pm – 6pm)	Breakfast, lunch and snacks	Any late collections after 1pm for half day bookings will be charged at £5 per half an hour over. Any late collections after 6pm will incur a charge of £10 every 15mins	£3 Full day £2 Half day

**2.2 Discount:** For children attending the club every day, whether for breakfast club, after school club or both, a 8% discount will be taken off the total amount of the family invoice.

For families of two children and more attending the club at least 3 times a week, a 8% discount will be taken off the total amount of the family invoice.

For families of two children and more attending every day, a 8% discount will be taken off the total amount of the family invoice. (Only one set of discount will be applicable per family).

**2.3** Late collection fees will be charged as 2 members of staff will have to be paid overtime to remain with the children that have not yet been collected.

**2.4** Non Booking Charges will be made in certain circumstances where a parent has not contacted the club to book their child's place but accompanies the child to the start of the session to enquire if space is available. This may be waived in certain emergency circumstances. It is advised therefore that you do make your bookings in advance or contact the club as soon as possible. Non booking charge will also apply to any booking made less than 24 hours before hand (Mon to Fri).

**2.5** All fees include resources and activities. Any planned trips are optional and will be notified of in advance. There will be additional charges to cover the cost of a trip.

**2.6** New Registration fee of £12 when registering your child with the club. This will be charged to your first invoice to cover administration costs.

### 3. Invoicing and Payment - Please note new payment dates

Period of Care	Invoice Date	Payment due
1 <sup>st</sup> January – 31 <sup>st</sup> January	5 <sup>th</sup> December	25 <sup>th</sup> December
1 <sup>st</sup> February – 28 <sup>th</sup> February	5 <sup>th</sup> January	25 <sup>th</sup> January
1 <sup>st</sup> March – 31 <sup>st</sup> March	5 <sup>th</sup> February	25 <sup>th</sup> February
1 <sup>st</sup> April – 30 <sup>th</sup> April	5 <sup>th</sup> March	25 <sup>th</sup> March
1 <sup>st</sup> May – 31 <sup>st</sup> May	5 <sup>th</sup> April	25 <sup>th</sup> April
1 <sup>st</sup> June – 30 <sup>th</sup> June	5 <sup>th</sup> May	25 <sup>th</sup> May
1 <sup>st</sup> July – 31 <sup>st</sup> July	5 <sup>th</sup> June	25 <sup>th</sup> June
1 <sup>st</sup> August – 31 <sup>st</sup> August	5 <sup>th</sup> July	25 <sup>th</sup> July
1 <sup>st</sup> September – 30 <sup>th</sup> September	5 <sup>th</sup> August	25 <sup>th</sup> August
1 <sup>st</sup> October – 31 <sup>st</sup> October	5 <sup>th</sup> September	25 September
1 <sup>st</sup> November - 30 <sup>th</sup> November	5 <sup>th</sup> October	25 <sup>th</sup> October
1 <sup>st</sup> December – 31 <sup>st</sup> December	5 <sup>th</sup> November	25 <sup>th</sup> November

**3.1** Fees are non refundable due to sickness, school trips, school closure due to bad weather and holidays etc. During term time at Breakfast club and After school club, if your child is booked to attend and doesn't attend, you will still be charged. **No cancellation will be credited.**

**3.1.1 Change of childcare requirements (regular booking pattern) or leaving the club:** one month's notice in writing, or payment in lieu of notice, is required if you wish to withdraw your child from the club or reduce their sessions at breakfast club or after school club. If you wish to do this please notify the Club owner / Administration Manager.

**3.2** Fee payment is expected in full and either by cheque, childcare vouchers, standing order (our bank details are: name on account: Funtastic, account type: business, sort code: 401722, account number: 71481789) or via the Government Tax-free scheme, for full details: <https://www.gov.uk/government/news/tax-free-childcare-10-things-parents-should-know> . Please note that we do no longer accept cash payments.

Should you have no other alternative, please give your payment to Maxine Chapman who you can find located at the entrance reception in Christchurch Infant School.

- 3.3** Invoices for Funtastic Fees are payable on the 25<sup>th</sup> day of each month in advance, in the event of the 25<sup>th</sup> day falling on a weekend or bank holiday, the fees will be payable on the first working day following the 25<sup>th</sup> of the month.
- 3.4** A late payment surcharge is levied if fees are not paid by the 25<sup>th</sup> unless an alternative payment date has been agreed by Funtastic. Should fees not be paid by the 30<sup>th</sup> of the month, Funtastic Club reserve the right to refuse entry of your child until payment is made.
- 3.5** Funtastic reserve the right to refuse to allow your child to attend the club and / or take action as is deemed appropriate while any of the club fees and / or additional charges remain unpaid.
- 3.6** The payment Terms and Conditions are intended to safeguard Funtastic Clubs against the consequences of the default of others. As such, and without prejudice to the Clubs legal rights:
- 3.6.1** The Funtastic Club reserves the right to make late payment charges composed of:
- (i) 15% of the debt remaining outstanding.
  - (ii) and an additional administration charge of £25.00
- 3.6.2** You agree that the Funtastic Club will be able to recover any costs incurred in the recovery of late or unpaid fees. Such costs will include, but not be limited to, legal fees and court fees.
- 3.6.3** Any cheques will not be considered as payment until cleared. Any sum tendered that is less than the sum due and owing may be accepted by the Club as a payment on account only.
- 3.6.4** Swapping bookings:
- In the situation where a parent wishes to substitute a session for another day, where possible, and as long as we have 24 hours' notice, we will do what we can to accommodate this within the conditions below.
  - We can only authorise you to swap dates within the same week your child has been booked for. For example, if your child is booked in on a Tuesday and you wish to swap for a Thursday. However, we cannot authorise you to swap sessions to a different week. For example, if you wish to swap a session on a Friday to the following Monday.
  - We will do our best to accommodate food for your child.
  - Please note that this is not a cancellation. Please refer to **section 3.1** for our policy on cancellations
  - Please also be advised that this policy is only for swapping dates and not adding extra sessions

**3.6.5** Parents / Legal Guardians are required to correctly complete the appropriate Voucher scheme documentation in respect of their Child and to provide the appropriate authorisation to the relevant body which ensures payment by the 25<sup>th</sup> day of each month in advance of monies due to Funtastic Club.

#### **4. Note for parents**

The use of mobile phones by the parents on site is forbidden. Internet files will not be used by parents without prior authorisation. We will not tolerate abusive parents.

#### **5. Ofsted registration numbers**

Funtastic Club Infant: EY340878

Funtastic Junior Club: EY422707

Funtastic Burton Club: EY473071

Funtastic St Joseph Club: 2529004

#### **6. Working Tax Credit:**

If you receive Working Tax Credit you may be able to get help towards the cost of childcare. For further details contact the tax credits helpline on 0845 300 3900 or visit HM revenue and Customs (HMRC) website [www.hmrc.gov.uk/taxcredits](http://www.hmrc.gov.uk/taxcredits)

#### **7. Termination of the contract**

Funtastic reserve the right to terminate this contract immediately in the event of unsuitable behaviour of parents or children at the club or non-payment of fees following the non-payment procedure. In any other circumstances 4 weeks' notice will be given.

Parents/Carers are expected to give 4 weeks' notice in writing. If less than 4 weeks' notice is given then fees will be charged.

#### **8. Amendments**

We will provide 4 weeks' notice of any changes made to this policy.

Parents/ Guardians Signature: ..... Date: .....