(SCIO)

Payment / late payment & debt recovery policy

Group Name: Springfield Out of School Care Club (SCIO)

Address of Premises: 141, Springfield Road

 Linlithgow

 EH49 7SN

Policy Reviewed: January 2023

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Kevin Dorrian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chairperson

Charity Registration:SCO24476

**REGISTRATION**

A Registration Form must be completed annually for all children attending the Club. An update to this form will be completed after 6 months to ensure the details are still correct. The days and hours requested are agreed at the point of registration and any change to these may invoke the waiting list policy.

Registration takes place at the AGM held in May/June to secure the place(s) for the following August session. For children starting midway through the term, a Registration Form must be completed and returned within a month of child(ren) attending the Club.

The annual registration fee is £25 per child. Payment for the Registration fee will be invoiced.

For holiday attendance only, the registration fee is £15 per child.

**FEES**

**Breakfast Club:** £3.75 per session.

**After School Monday- Thursday:** £9.20 per session.

**Fridays:**

Until 2.30 pm - £6.30

Until 4.30 pm - £13.30

Until 6.00 pm - £22.00

**Holidays:**

Non trip day: £36.00 per day.

Trip day: £42.00 per day.

Half day: £24.00 per half day.

Please note that half days are not available on trip days
Half days are from 7.45am – 12.30pm or from 1.00pm to 6pm

**REQUESTED CHANGES TO HOURS AND SESSIONS**

The Club will endeavor to meet requested changes to pre-booked sessions as far as numbers, staff commitments, insurance and Care Inspectorate restrictions allow.

**NON-ATTENDED SESSION(S)**

If for any reason your child(ren) has/have a non-attendance at the Club, either within or out with term time, you will still be charged. Prices are as follows:

Term Time: Normal daily charge.

Non-Term Time: Full day

These charges apply unless two weeks’ notice is given of non-attendance.

In order to staff the Club appropriately no refunds are given for unused days e.g. child off sick, etc. All places requested at the start of the new term MUST be paid for, unless changes have been agreed at least 2 weeks in advance with the Manager.

**PAYMENT POLICY**

* Invoices will be prepared at the end of the month and distributed during the first week of the following month, sent via the preferred parent/carer email address. A monthly session will always run from the 1st of the month to last day of the month.
* A late payment fee of £5.00 will be charged if children/child is picked up after 6pm. It should be remembered that staff have their own children to collect from child minders and a late collection will result in them also being charged a late pick up fee.
* Additional sessions not invoiced in the previous month will be included in the following month’s invoice.
* Payment for holiday/in-service sessions will be invoiced as booked unless 2 weeks’ notice has been given.
* 2 weeks’ notice must be given for a request to permanent changes to pre-booked sessions. These will be accommodated provided places are available. A 2week notice period also applies for termination of attendance (leaving the Club).

 **LATE PAYMENT/ DEBT RECOVERY POLICY**

* A payment date will be stated on the invoice and by signing the registration form, each parent/carer agrees to make payment by the expiry of each relevant payment date.
* If payment is not made by the stated payment date, a reminder will be sent to the parent/carer. The Club reserves the right to charge a late payment fee of £5 for each late payment.
* If payment is not made within 14 days of the reminder, the Club will pass the matter to solicitors to pursue legal action for non-payment. All costs or legal expenses incurred in doing so will be recovered from the parent/carer.
* If payment is not made within 14 days of the reminder, or if the parent/carer has received a reminder for late payment on three occasions or more, the Club has the right to exclude the child/children from the Club until the balance has been paid in full.
* Any parent/carer experiencing circumstances that may prevent payment should contact the Manager/Committee of the Club to discuss possible assistance as soon as possible.
* All payments should be made by bank transfer only, or Childcare Vouchers of your choice. Please quote the child's name on all payments to enable us to track payments against your child/children.
* Bank details are:

Lloyds TSB,

Account Number: 78868668

Sort Code: 87-79-15

* Anyone experiencing circumstances that may prevent payment should contact the Manager/Committee of the Club to discuss possible assistance as soon as possible.

Helen Anderson