

**Care Bears Fee Structure September 2017**  
**Breakfast and After School Club Payment Policy for**  
**Sherwell Valley Primary School**

**Fee Structure**

Time	Cost (£)
7.45 – 8.45 am	£3.00
3.20 – 4.30 pm	£2.90
4.30 – 5.30 pm	£2.90
5.30 – 6.00 pm	£1.45

Collection of children - we ask parents/carers to assign a password for their child(ren) and people collecting them will be required to know this password. Care Bears staff will not allow a child to be collected by someone who does not know this password.

**Invoices**

When a child is collected after the booked session end time (e.g. after 4.30pm) then you will be required to pay the full amount for the next session offered. For example, if you pick your child is booked in to be picked up at 4.30pm but you do not collect them until 4.45pm you will need to pay £5.80 in total for the session (£2.90 for the original booked session and £2.90 for the 4.30pm – 5.30pm that you've moved into as a result of picking them up later than agreed).

Sherwell Valley Primary School will book sessions required by parents on a half termly basis and payment will be due within 14 days. Letters will be sent to parents advising them of when the payment is due. Payment should preferably be made through the Schoolcomms payment system wherever possible.

**Late / Non Payment of Fees**

If payment is not made by the due date, a reminder will be sent to parents at the first available opportunity detailing the amount involved and when payment is required by.

If payment is not made within a further five working days an administration fee of £10.00 will be added to the invoice. Another letter will be sent to the parent informing them that payment will be required the next time the child attends Care Bears. If payment is not made at this point the child will not be admitted to Care Bears.

The child will not be able to attend until the debt is paid in full or an appropriate payment schedule is agreed.

**Charging Policy**

- Fees are reviewed and set annually by the Governing Body. Any changes will be actioned from the beginning of the Autumn term,
- Parents will be reminded, in writing, if they are late with any payments.

### **Retention**

- Any child taking a holiday in term time will be subject to the full rate due.
- Any child who has an illness absence which included an overnight stay in hospital will have fees waived for that period of absence.
- Any child who is absent due to a school event or residential trip will not incur a retention fee.

### **Sickness**

You should keep your child at home if they are too unwell to attend school and Care Bears. If your child has vomited or has had diarrhoea they should remain at home for 48 hours after the last bout. Please telephone the school office to let us know if your child will be unable to attend Care Bears. Fees will still be charged if your child is unwell.

### **Late Collection of a child**

If you pick your child up after 6.00 pm a late fee of £6.00 per 15 minutes will be payable. Please let Care Bears know as soon as possible if you are going to be late.

### **Notice Period**

If you wish to withdraw your child from Care Bears we require one month's notice please.

### **Admission Policy**

We ensure that we have a minimum ratio of one adult to eight children under 8 years old. There is no limit in the ratio for over eights.

#### **Priority of allocation of places**

- children of staff working at the school
- children of parents at work during the session times of clubs
- children with specific care difficulties (to be decided by the care leaders in discussion with the Head)
- children who seek a play place

### **Restrictions**

- Reception children can be admitted once they have settled into school. Those Reception children who have settled satisfactorily into school routines will be considered for Care Bears on an individual basis.
- Nursery children will NOT attend Care Bears.
- The facilities are only for children who attend Sherwell Valley Primary School.

**Any application for a child who presents challenging behaviour will be referred to the Head Teacher. The Head Teacher will consider any entries in class behaviour books; other behaviour records; consult with teachers and consider the capacity of the facility to accommodate that child.**

### **Waiting list**

A waiting list would be maintained and when a place becomes available, allocations will be made according to the priorities listed above.

This policy was reviewed and approved by the Finance Committee of Sherwell Valley Primary School on 14<sup>th</sup> March 2017. It covers the period from 1<sup>st</sup> September 2017 to 31<sup>st</sup> August 2018, and will be reviewed again in March 2018.