

## **Payment Policy**

Like most other child care providers, Woodbury After School Club expects regular users to pay in advance of using the setting. The preferred schedule of payment for using the club is termly or half-termly. Monthly payments, and in exceptional circumstances weekly payments, are accepted but must be agreed in advance with Jackie Doyle.

### **Payment Schedule**

Dependent on the type of payment plan being used, the following are the expected payment dates:

Termly Payments - Payment is due by the first day of term.

Half-Termly Payments - Payment is in two instalments. Payment 1 by the first day of term and payment 2 by the last day before half term. The instalment payments are listed on the invoice.

Monthly Payments - Payment is due in advance, and by the first day of the month the setting is being used (e.g. payment for using the club in October is by 1 October). Payments will be of roughly equal value, although we will accept the earlier payments being of greater value.

### **Ad-hoc sessions**

Where ad-hoc sessions are used in addition to regular pre-paid arrangements, the charge for these ad-hoc sessions will be added to, and payable in the first instalment of, the next invoice (or in the next monthly invoice). Other ad-hoc users will be invoiced at the end of the term. Where an ad-hoc user runs up large bills, invoices may be produced during a term with a two-week payment deadline. Failure to pay within this time may result in the ad hoc facility being removed for your child(ren).

### **Late Payments**

A first reminder will be sent by email if payment is not received within one week of the due date. If payment is not received within a further week of the reminder, a second/final reminder will be sent requiring payment within three days. If payment is not received within this three-day timeframe, your place at the setting will be revoked until full payment has been received.

For those paying weekly, payment is expected before the child(ren) attends during that week. If payment is not received prior to that week's attendance, a reminder will be sent. Failure to comply with this reminder will result in your place at the setting being revoked until all outstanding payments have been received.

The committee is sympathetic to exceptional circumstances and will exercise discretion in the application of this policy where necessary.

### **Changes to days and cancelling your place**

You must give us one month's notice of termination or of changes in attendance. If you need to change the days that your child attends, please contact the Manager. We try to accommodate such changes wherever possible and exceptional circumstances.