



SHIRLEY PRIMARY SCHOOL AFTER CARE CLUB

Fee Policy

7:45am-8:55am	BC	£2.00 per session
3:15 - 5:00pm	ASC	£6.75 per session
3.15 – 6.00pm	ASC	£7.75 per session

Terms and Conditions of fees and bookings

- Bookings should be made at least a week in advance, with payment. Cheques should be made payable to Shirley Community Nursery and Primary School or you can use our online payment system
- Last minute bookings will only be accepted if there is a space available, with payment on the day. Telephone bookings can be done via the school office during school hours. **Telephone 01223 712252**
- After school hours **Telephone 01223 712256**
- **Fees should be paid in advance with booking** or upon collection of children if booking is made at short notice.
- Fees can be paid by cheque (made payable to Shirley Community Nursery and Primary School), or cash or use the school online payment system (**Agora**) and in all instances a receipt will be issued by the Play Leader or school staff
- Payment for last minute bookings for **Breakfast club** should be made upon dropping off the child. **After school club** should be made on collection of the child.
- **When you sign your child up for Breakfast club the fees are not refundable.**
- A fee of £5 per 15 minutes will be charged for late collection of children beyond the advertised closing time of the club.
- Cancellation of bookings will incur the following charges. (All fees paid in advance will be carried over).

Less than 24 hours notice	£3.50
Cancellation on the day or failure of child to turn up	£3.50

Consideration will be given to special circumstances including when a child is absent from school due to sickness.

- Where a parent is experiencing hardship or difficulties in paying the fees, they are encouraged to discuss this with a staff member at the earliest opportunity in confidence. A temporary reduction in fees may be agreed, however, each case will be considered on an individual basis.
- Parents are encouraged to investigate their eligibility to the Childcare Tax Element of Working Families Tax Credits. HM Revenue and Customs helpline tel. no. 0800 013 0313.
- Fees will be reviewed annually

Please sign to confirm that you have read, understood and consent to the terms and conditions of our Breakfast and After School Club policy.

Parents/Carers signature.....

Date.....

Child's name