



Ashleigh Tree House

Breakfast and After School Club

"Come and hide out in The Tree House"

Fee Payment and Refund Policy

Policy Date: January 2016

Review Date: January 2019

Introduced by C.Hubbard, Tree House Club Supervisor

Statement of Intent

Fees are paid to guarantee a place each week at the Out of School Club for the whole of the half term, and the amount is based on the number of sessions to be attended.

Terms and conditions for session fees (as appropriate)

- Invoices will be sent out to parents/carers during the first week of each half term.
- Final payment date will be displayed both on the "payment slip" attached to the invoice, and on the clubs' door.
- Full payment for fees are to be made within two weeks of the start of the half term. In certain circumstances fees can be arranged to be paid weekly at the discretion of Ashleigh Tree House Managing Body.
- All fees must be posted into the red fees box in the mobile. Fees must not be sent to the club in children's bags.
- Parents/ carers are to return their payment slip (into the red fees box) each half term, indicating how and when they have paid.
- Fees for non-attendance due to illness, holiday or change of circumstance are non-refundable.
- 4 weeks paid notice is needed to remove a child from Ashleigh Tree House.

- 4 weeks paid notice is needed to amend days or session times at Ashleigh Tree House
- In the event of Ashleigh Tree House canceling a session, any fees paid by Parents/ carers for that session will be deducted from the next bill or refunded.

Action taken for non-payment of fees.

It is the responsibility **solely** of the parent/ carer to ensure that fees are paid on time, within the first 2 weeks of half term. If fees are not paid within this initial 2 weeks then a £10 late payment charge will be added. An invoice will be reissued to the parent/ carer, which will include the £10 charge. This must be paid within 7 days.

If, after 7 days, the fees are still not settled then the debt will be referred to the Head Teacher and Governing body. Parents/ carers may then receive a letter to state that Ashleigh Tree House can no longer retain their child's place and that they will be unable to attend the following half term.

If, after this time, the invoice remains outstanding then the matter will be referred to the Legal Department for recovery of the monies outstanding.

Drop in Sessions

Drop in sessions are priced at an alternative rate to regularly booked sessions.

Drop in sessions must be paid in full before the date of the drop in.

If a drop in session is cancelled 5 days before the date of the session, a full refund will be issued. All booking cancelled after this time will be charged for, in full, regardless of whether the child attends or not.

Adopted by: Signed..... Date.....