

## **BOOKING, CANCELLATION & PAYMENT POLICY**

In order to ensure the sustainability of The Avenue Breakfast and After School Clubs, it is imperative that attendance at the club is at a maximum intake. The following policies apply to ensure the club is run effectively.

### **BOOKINGS**

1. The Avenue Breakfast Club is open to any child who is registered as attending The Avenue Infant School.
2. The Avenue After School club is open to any child who is registered as attending The Avenue Infant School and Park Junior School, Wellingborough.
3. The Breakfast Club will be open from 7.45am and After School Club will be open from 3.15pm to 6.00pm. Both clubs are open Monday to Friday, term-time only and does not include training days or Bank Holidays.
4. The Clubs must be in receipt of a Registration Form before children can attend.
5. Regular bookings should be made using the Booking Form, the school will confirm that the booking can be accommodated.
6. Ad-hoc bookings can be made if sufficient spaces are available.
7. If your child attends the After School club following another teacher/instructor led club or FOTAS event, they will be charged for the whole session irrespective of the time they enter the After School club.

### **CANCELLATIONS**

1. All bookings require 2 weeks' notice of cancellation otherwise the normal session charge will apply. Leave of absence and term time holidays are exempt from this.
2. If children are absent due to a leave of absence including term-time holidays full session costs will apply.
3. If children are absent or sent home during the day due to illness or any other reason the full Breakfast and/or After School Club session charges will apply.

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### **OTHER CHARGES – AFTER SCHOOL CLUB ONLY**

1. Late collection of pupils (6pm to 6.15pm) will incur a £5.00 per 5 minutes.
2. Late collection of pupils after 6.15pm will incur a £25.00 per 15 minutes charge.

### **PAYMENTS**

1. Payment of full fees must be paid two weeks in advance.
2. Emergency bookings must be paid for by the next working day.
3. Fees must be paid promptly. Non-payment for more than one month will result in your place being terminated. If you are having difficulty paying fees please speak in confidence to the school office.
4. Any outstanding payments must be made within 30 days or your place will be revoked and re-application will be required.
5. Childcare voucher or Tax free childcare scheme may be used to pay for your childcare. Please inform the school office if you wish to pay in this way.
6. Payment can be made by Childcare vouchers, Online Payments, Debit Card. Please note that cash or cheques are NOT accepted.

This policy was adopted and reviewed on:	Date: 23/10/2020
To be reviewed: Annually	Signed: Stewart Miller, Chair of Governors