

Chapel End Infant School & Early Years Centre

Breakfast & Teatime Fee Policy

Period covered: 1st September 2018 to 31st August 2019

This policy was reviewed and approved by the Governing Body of Chapel End Infants and Early Years Centre in June 2018. The policy is reviewed annually.

Registration Fee and Deposit

All new parents registering their child at breakfast and teatime clubs will be required to pay a registration fee of £15.00 per child which is non-refundable. You will also be required to pay one month deposit in advance for breakfast & teatime club prior to your children taking a place.

Deposits are refundable and parents will have the option to have their deposit offset against their final payments or reimbursed by cheque. Deposits can only be made to and returned by senior staff or the Business Manager.

Fee Increases

Fees are subject to review and possible increases on an annual basis.

Remission

No remission of fees will be made for absences due to sickness or for any other cause.

Unexpected Closures

In the event of forced closures due to circumstances beyond our control eg weather conditions, a 50% refund of fees will be payable for all days after the fifth consecutive day of closure.

Withdrawal

One full month's written notice of withdrawal for your child from the nursery, breakfast and teatime clubs must be given or a month's fees will need to be paid in lieu of such notice. If no notice is given, then your deposit will not be refunded.

Late Payment Charge

(i) Payment by Direct Debit

Payment of fees will be deducted from your nominated bank account of or around the 2nd day of each month. It is the responsibility of the parent to ensure that the bank account information provided is accurate and that there are sufficient funds to cover the payment. If your payment is returned unpaid, it will be represented to the bank no later than 7 working days with a late payment charge of £15.00 applied. If your payment returns a second time unpaid, you will be contacted in writing within the next 7 working days with a view to arranging immediate settlement.

If full payments including late payment charges have not been received by the end of the third week of the month, your child may forfeit their placement and no deposit will be refunded.

(ii) Payment by Vouchers

The School accepts part or full payment of fees via vouchers. It is the parent's responsibility to ensure that payments are made on or prior to the 2nd of the month to which the payment relates.

(iii) Payment by Cash and Cheque

Fees paid in cash or by cheque will attract a charge of £15.00 per transaction to cover the cost of administration.

Late Pick Up Fees

The School and Centre close at 6.00pm. Please note that late fees are applicable from 6.00pm.

If you are late in picking up your child, late pickup fees will be charged to your monthly bill as follows:

6.00pm – 6:15pm	£5.00
6:15pm – 6:30pm	£15.00
6.30pm onwards	£25.00

Persistent latecomers may forfeit their child's placement and no deposit will be refunded.

It is automatic that parents accept the above terms of payment upon acceptance of a place within the breakfast, tea-time or day-care provision.

CHAPEL END EARLY YEARS CENTRE
FEE CHARGES FOR September 2018 – August 2019

Breakfast and Tea-time Club (Reception, Year 1 & 2 pupils)

Breakfast Club Charges:

7:45am start - **£5.50** per day

8:00am start - **£4.50** per day

Tea-Time Charges: **£10.50** per day