

Sacred Heart Catholic Primary School
Springfield Rd
Beech Hill
Wigan
WN6 7 RH
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INFORMATION ABOUT FEES AND PAYMENTS

The following information explains the costs and arrangements for payments for sending your child to our new breakfast and after school club at Sacred Heart.

When your sessions have been agreed, we will confirm this in writing to you and ask you to sign a parental agreement. The agreement is a contract between yourself and the provider which contains the following information.

Fees

- Fees are payable in weekly amounts, at least one week in advance but can be paid monthly or termly by agreement.
- If payment is not received for more than two consecutive weeks, the child's place will cease to be available. Fees are reviewed periodically, but no increase will be made without at least one month's notice being given.
- Fees should be paid either, to the Manager at the club or at the school office on the agreed day as stated below.
- Fees should be given in an envelope addressed with the child's name along with the words 'out of school fees'. Payment can be made by cash, cheque, Standing Order, Tax Free Childcare and Childcare Vouchers from company schemes eg Vouchershare.
- Cheques should be made payable to the club as follows: To be confirmed.
- If your cheque is returned to school by your bank, you will be charged the relevant banking fee.
- Please discuss these payment options with staff in the school office.

Contracted Charged Hours and Fees.

- Breakfast Club £5.00 per session (7.30 – 8.45am)
- After School Club £8.50 per session (3.20 – 6.00pm)

Payment Day/ Date – This will be agreed at the time of signing the contract.

Payment Amount per week / month / term: - This will be confirmed at the point of signing the contract.

Additional Charges

- If collection of your child is after the contracted session, £5.00 will be charged for every 15 minutes after the contracted session time. This is the minimum amount charged and will be invoiced separately. Late arrival at the start of the session does not permit late collection at the end of the contracted time.
- If the child is collected earlier than the stated contractual time, the full fee still applies.

Charges for absences

- Charges will be payable for all sessions when the child's place is available, even if the child cannot attend for any reason.

Notice period

- The period of notice to be given to change or terminate a contract is two week(s).
- Notice of termination of the contract must be given in writing.

The Provider agrees to: -

1. Care for the child during the contracted hours and at such other times as may be mutually agreed.
2. Comply with all requirements as laid down by legislation.
3. Provide suitable development experiences appropriate to the age and stage of development of the child named.
4. Provide a suitable snack and drinks during each session.
5. Notify the parent/guardian of any accident or injury occurring whilst the child is in the care of the breakfast or after school club.
6. Be available to discuss with the parent/guardian(s) the care and development of the child, to be arranged if either parent/guardian(s) or setting requests it, at a mutually convenient time if so required by them.
7. Issue a receipt for payments received.

The parent(s)/guardian(s) agree to: -

1. Pay the fees as set out on the agreed day.
2. Arrive and collect the child on time for the session. This will be reviewed on an annual basis.
3. Notify the provider of any illnesses of which it should be aware.
4. Be available to collect the child in the event of an emergency.
5. Give the agreed notice if ending or changing the contract.