**DALLAS ROAD KIDS’ CLUB**

**Payment Policy**

**Aim**

The aim of this policy is to ensure that at Dallas Road Kids Club we aim to make childcare as accessible as possible to all families and to make payment methods as flexible and simple as possible.

**Session times-**

· After School Club = 3.00pm until 6.00pm

· Holiday playscheme 8.00am until 6.00pm

· Holiday playscheme half day 8.00am to 1.00pm and 1.00pm to 6.00pm

**Current Charges-**

· After School Club - £7.50 per day (50p sibling discount)

· Holiday playscheme - £22.00 per day (£2.00 sibling discount)

· Holiday playscheme half day - £11.00 per day (£1.00 sibling discount

**Payment Methods-**

· Payment for after school club can be made either half termly, monthly, weekly or daily as agreed at the time of booking.

· Payment for holiday playscheme should be made at the time of booking or within the playscheme period.

· If there is availability, children are welcome to attend extra sessions. These are to be paid for the full rate and will be added to the next invoice.

· We require 2 weeks’ notice to cancel a child’s place at the setting. Session booked during this period must be paid for whether attended or not.

· Payments can be made by cash, cheque (made payable to Dallas Road kids Club), voucher or bank transfer. Details are on all invoices.

· Receipts can be issued upon request.

**Absences -**

Absences are still to be paid for unless two weeks’ notice is given.

Fees are still payable in the event that your child is temporarily unable to attend due to illness, family illness or temporary change of circumstances.

Fees are still payable in the event of a temporary closure or partial closure of the setting due to unforeseen circumstances.

Each child’s attendance at the setting is dependent upon the prompt payment of fees. Kids Club reserves the right to refuse admission if fees are in arrears.