

## **HAPPY LITTLE PEOPLE AFTER SCHOOL CARE FEE COLLECTION AND PAYMENT: NOTE OF GUIDANCE FOR PARENTS**

We expect all users to pay for their childcare on the first day of attendance each week. Good relationships are based on respect and we kindly request that staff do not have to request payment as parents will pay inline with respect to the service policy.

### **Confidentiality and Consistency**

When collecting fees the service will at all times treat all users of the service with consistency and confidentiality.

### **Fees needed to develop and sustain the service**

All fees paid for the use of the service are used to pay for staff wages and to develop and sustain the service.

### **Fee structure/review date**

Fees for this year were available from August to June will be as follows:

|  |     |
|--|-----|
| After School Care:                     | £12 |
| Breakfast Club:                        | £4  |
| Registration Fee (Annually per family) | £20 |

### **Payment dates/method**

Fees will be paid 2 weeks in advance by cash or cheque. Payment will not be accepted in arrears.

### **Non-Attendance/Cancellation**

Payment for the service must be paid at all times including whilst off sick or if you take your child on holiday during term time.

### **Financial Support; Tax Credits, Childcare Vouchers**

Parents/carers can receive help towards the cost of childcare up to a maximum of 100%, from tax credit support or further education support. You may also be able to receive support through childcare vouchers from your employer. Information is available from HMRC to help you decide which option is best for you.

Further information can be obtained from [www.hmrc.gov.uk](http://www.hmrc.gov.uk), or <http://taxcredits.direct.gov.uk>, or by calling the helpline on 0845 300 3900.

### **College/University Payments**

All students are requested to hold a full time place. Please ensure that you cost this appropriately in your SASS form or application for childcare support funding form from your further education establishment.

When using the service outwith your college/university term, payment must be made by the parent/guardian.

### **Late Payment Fee**

If fees are not paid at the agreed time there will be a maximum of three letters requesting payment outlining the amount of payment overdue with the ultimate withdrawal of the service. An admin fee of £ 20 will be added to the fees owed for each letter sent.

### **Returned Cheque Fee**

There will be a fee of £20 for all returned cheques.

### **Receipt for Payment**

When payment is made by cheque or cash a receipt will be issued. A receipt will be given for each payment and a copy kept by the club.

Bank statements are the receipts for standing orders payments.

### **Recovery of Debt**

If outstanding fees are not paid following the three reminder letters, the service will pass the recovery of the debt to a debt collection agency or the small claims court.