

# Richmond Hillbillies Policies and Procedures 2020/2021

## Richmond



## Hillbillies

### Fee Payment Procedure

*Richmond Hillbillies Policy. Updated July 2020*

*Next review April 2021*

Parents will complete a Payment Agreement form when registering their children. This states details of fees at current rates, cancellations terms and allows parents/carers to agree when payments will be made.

Fees will be reviewed annually in April with any increase starting in June. Parent/carers will be given 4 weeks notice of any increase in fees.

## Payments

Payments are made using the schools ParentPay system, at a Paypoint Outlet if you have requested a card or cash to Hillbillies.

Payments due will be entered onto the Parentpay system at the beginning of the week for weekly payers or beginning of the month for monthly payers. (If this falls during a school holiday it will be on the 1<sup>st</sup> week back to school.)

The manager is responsible for ensuring payments are correct and up to date. To cut down on administration time invoices are only issued for parent/carers on request.

## Government assisted childcare payments

We are registered with Ofsted so eligible to accept government assisted payments, if you wish to pay by this method please speak to the manager for information.

## Late Payments

Late payments will incur an interest charge @ 10% per each week overdue unless an individual arrangement has been made with the manager.

The manager will check the payment records each week. Any overdue amounts will trigger a payment reminder. These will be given to parent/carers as soon as possible that week.

If the fees are still not paid up to date again the following week (week 2) an invoice will be given, stating the amount due, including interest and the date payment must be made by.

If, by the following week (week 3) payment has still not been made a letter will be sent, by hand or post, stating the details above plus that the child's place will no longer be available after the end of the current week and that steps will be taken to recover fees due.

**The persistently late payment of fees may lead to the permanent loss of the child's place.**

## Notice for Before and Afterschool Clubs

**One full months paid** notice is required to **permanently cancel** your arrangement with Hillbillies. Fees apply if your child is sick or unable to attend for any reason. The charge relates to the place being held and not the actual attendance.

The club is closed on school holidays, bank holidays and teacher training days and no fee is charged for these days.