

The Federation of the Church Schools of Shalfleet and Yarmouth

Achieving Together for a Brighter Future



YARMOUTH AFTER SCHOOL CARE A STATEMENT OF POLICY

Approved by	CB/SH
Portfolio	Finance
Approved on	Summer 2020
Review date	Summer 2021
Review Cycle	1 Year
Policy Type	Non Statutory
Ratified/FGM Date	

Signed _____ Date _____

Yarmouth C.E. Primary After School Care Charging Policy

This charging policy for Yarmouth C.E. Primary After School Care' sets out the terms and conditions of fee charges and payments.

Fee Structure

- Current charges £4.00 per hour.
- Fees may be reviewed at any time by the school. Any changes will be communicated promptly with a suitable notice period.

Payment Method

- Online payments via the school payment system
- However cash/cheque will be accepted should the parent have no access to the internet

Charging and Payment Procedures

- Bookings must be made via the Tucasi system and an 'in credit' balance is required to process the booking.
- The office is able to make bookings on the day however your account on Tucasi will need to be in credit.

Terms and Conditions

- Parent/Carers are expected to make payment in advance.
- Should a balance accrue then full payment must be made by the next working day.
- A reminder will be sent after 7 days regarding any outstanding balances.
- A second reminder will be sent after 14 days if payment has not been received and you will be advised that as per previous notice given, that your child will not be able to attend After School Care until such time as the late payment has been settled.
- In the event of family financial hardship, please ask to speak to the School Business Manager, Sarah Woodburn regarding a payment plan.
- After School Care Provision times are Term Time only
 - Monday – Friday 3pm- 4pm
- We ask that all children are to be collected by the close time of After School Care, at the latest.
- Late collections up to 15 minutes after the booked time will incur an additional hourly charge.
- Late collections exceeding 15 minutes after the close of After School Care will incur a charge of a flat fee of £15 to cover the staff costs as staff numbers need to be sufficient to maintain the required staff-to-child ratio.