

St Bridget's Kids' Club

PAYMENT POLICY

St Bridget's Kids' Club's source of income is from fees. Late and non-payment of fees will cause the club financial difficulties. Fees should be made in a timely fashion and in order to keep administration costs down the onus is on the user to make sure payments are made.

SBKC does not offer refunds for absences, this includes sickness. When a place is booked the parent/carer is then liable for the full fee of the session/s booked. SBKC sets staff numbers for sessions according to the number of children booked in.

The parent/carer agrees to pay for all booked sessions. It is necessary to complete a registration form and sign the terms and conditions before booking into the club.

Fees should be paid to the Kids' Club manager, or assistants. If a cash payment is being paid then the parent/carer should receive a receipt as proof of payment, in the event of any discrepancy. All direct payments should be made and the payment slip returned to the club with details of date and the amount paid.

Billing procedure

Invoicing	<ul style="list-style-type: none">• Billing is made on the first weekend after the last day of the month.• Billing is issued the week that follows.• Payment is required the week after billing is received.
Two weeks late	<ul style="list-style-type: none">• Recorded verbal reminder of non payment
1 month from billing	<ul style="list-style-type: none">• If at the next month's billing date no payment or approach to the club is made, a reminder will be sent and an admin charge of £5 made.
6 weeks after billing	<ul style="list-style-type: none">• If no payment or approach has been made to the club you will be stopped from using the club.

Payment Options

SBKC accepts cheques (payable to St Bridget's Kid's club), online payments and childcare vouchers (please speak to the Kids' club manager about which schemes we are registered with).

Help with Fees

Every effort will be made to ensure that families are aware of the options available including:

- Inland Revenue Tax Credit Schemes
- Colleges providing financial assistance
- Child care vouchers- salary sacrifice schemes, there will be a need to talk to employers regarding this
- City Council employee-salary sacrifice schemes
- Other voucher schemes

Late collection of children

Persistent late collection of children will result in a charge being made.

Difficulties in Payment

If a parent/carer is unable to pay their fees in a timely fashion, they should tell the Kids' club manager as a matter of urgency. This may be as simple as informing when the fees will be paid, for example, at the end of the month when wages are received or when a voucher scheme makes regular payments. The kids' club treasurer will be informed.

In more complex cases, where either a significant sum of money is owed and/or the parent/carer is unable to pay within a short timeframe, the treasurer and Kids' club manager will work with the parent/carer to resolve the situation.

Children of Staff

In the event members of staff make use of the club's child care facilities a 50% reduction in fees will be applied.