Out of school @ St Vigor and St John

Fees Policy

Aim/purpose

To apply a fair policy on charging to enable all parents and carers to access our facility.

The policy is from June 23

Fees

Early breakfast session From 7.30 until school starts (including breakfast)	**£8.00**
Breakfast session from 8:00am until school starts (including breakfast)	**£5.00**
Afterschool session **15:15-17:00** including tea	**£11.00**
Late session 17:00-18:00	**£5.00**
Please note that there will be a **reduction of £2.50** if your child is attending a school-run club which finishes at 4:00/4:15pm	

The facility is open from 7.30am until 8:40am and from 3.15pm until 6:00pm each week day 39 weeks (school term time). The term dates follow the Somerset schools term dates.

Payments and Bookings

Parents will be charged monthly in advance.

- Fees should be paid online by ParentPay, Tax Free Childcare or by Childcare Vouchers.
- If you are already signed up for Employee Childcare Vouchers you will be able to make payment this way. Please use your child's name as a reference. Please ensure you change the provider to St Vigor and St John School; the Ofsted number is 145676. Payments to The Mill Nursery will no longer reach us. Please

note this scheme is being phased out and employers are no longer starting new accounts for this. The alternative to replace this is the government Tax Free Childcare scheme.

- If you are eligible, you can use the government Tax free Childcare scheme. For more information on eligibility and to open an account please go to www.childcarechoices.gov.uk . For those that have already signed up to this, please ensure that you change the provider to St Vigor and St John School.
- Fees are payable monthly in advance by/on 7th of the month.
- No extra bookings will be authorised unless the account is paid up to date.
- Late collection of a child will incur a charge, please refer to late collection policy.
- Any day's absence for permanent bookings will be charged at the normal rate as a place is still being retained. Any one-off sessions will require 24 hours' notice for booking and cancelling the session. Parents will be charged for sessions which have been booked but not attended.
- Parents must inform the school if a child is ill or will not be attending school on the first day of absence. You must inform staff as soon as possible if your child has an infectious disease.
- All absences must be paid for with the exception of hospitalisation or serious illness. We implement a 48-hour exclusion time for all children affected by any contagious illness in accordance with the Health Protection Agency guidance on infection control in settings.
- Children receiving newly prescribed medication should have taken it for a minimum of 48 hours before returning to school, to ensure that they will not have any adverse reaction to it. Written permission will be required before school staff may administer creams, ointments or drugs. (See Medication Policy). Fees will be charged at the normal rate.
- One month's written notice is required should you wish to reduce any sessions. Failure of notice will result in fees being charged. Please see Reception for a booking form.
- From time to time, it may be possible to swap sessions. Please complete the relevant form available from reception and discuss with staff.
- If childcare is no longer needed we will require 1 months' notice in writing or 1 month's fees in lieu of notice.

In the event of non-payment of fees:

- Non-payment of fees may jeopardise your child's place.
- In the event of difficulties paying fees please speak to the Out of School Manager in the first instance.
- A charge maybe incurred for late payments of fees, please refer to late payment of fees policy.

Fees are normally subject to annual review but may be revised at other times with reasonable notice.