



KINGFISHER OUT OF SCHOOL CLUB TERMS AND CONDITIONS

ADMISSION

Admission is on a termly intake basis at the beginning of each term. Priority will be given to a full week session on a first come, first serve basis.

STAFFING

Kingfisher Club is staffed by a fully qualified Manager and Play Worker. Kingfisher staff will be responsible for those children attending out of school clubs – normal session fees apply.

There may be occasions when Kingfisher Club will need to be closed to facilitate promotional activities or staff training. You will be notified in advance.

SESSIONS

Opening times for the Kingfisher Club are 07.55 – 08.55 (before school) and 15.15 to 18.00 (after school) - Monday to Friday.

Session		Per session	Siblings
7.55 - 8.25am	Includes breakfast	£2.50	£2.50
8.25 – 8.55am		£2.00	£1.80
3.15 – 5.00pm	Includes snack	£7.00	£6.50
5.00 – 6.00pm	Includes light tea	£3.50	£3.50

PAYMENT

Invoices are issued in the following month after a session has been used. Payment should be made within 7 working days. If payment is not received by this date, unfortunately, the protocol for non-payment will be followed (see below).

Payment by cheque (Clutton Primary School) or by BACs would be preferable. Bank details below:

Bank: Santander
Account Number: 45928306
Sort Code: 09-01-51

Please include the following as your reference:

Kingfisher/month/year/name e.g Kingfisher/Jan/15/MSmith

LATENESS

Kingfisher also has a late pick up fee. Occasionally children are picked up late. We understand that people do get unexpectedly delayed but **KINGFISHER does reserve the right to charge a late pick up payment.** We understand there are occasions that are unavoidable. Within each term we allow two late pick-ups. However, for any other late pick-ups we operate a charging policy. The charge is £5 per each 15 minutes.

If you know you might be late please, let the school know as this will limit your child's anxieties and allow staff to make provision.

If you would like any more information, a visit to Kingfisher Club or have any questions then please speak to the Miss Mallon, Kingfisher Manager.

PROTOCOL FOR NON PAYMENT OF KINGFISHER FEES

Step 1 - Invoices are issued in the following month after a session has been used. Payment should be made within 7 working days.

Step 2- A letter informing parents that their child has been removed from the club register so cannot attend any sessions is issued. It also states that they can reapply to have child put on the register once outstanding amounts have been paid. **Appendix A**

Step 3 – The unpaid fees are allowed for on the clubs accounts and the Governor Finance Committee are informed

Step 4 – Unpaid fees may be referred to Cheshire West and Chester



Kingfisher

Date.....

Dear Parent,

Your child will not be allowed access to any Kingfisher sessions until this bill is settled.

Please can the outstanding balance be paid by Friday or your child's name will be removed from the Kingfisher register. If payment is not received then this matter will be passed onto the Governor Finance Committee who may refer it to Cheshire West and Chester for further action

If you are going to have difficulties in complying with this request or you think a payment has been made please speak to Mrs Scholey, Admin Assistant

Miss S Mallon, Manager