



## **BISHOP CORNISH BEFORE AND AFTER SCHOOL CLUBS (BASC) CHARGING POLICY**

Please respect our charging policy, as the fees charged for BASC care reflect the safe and stimulating environment the setting provides for children. They also ensure the continued high standards and sustainability of the BASC.

### **Booked Sessions**

The BASC provides sessional care (Monday-Friday) with a morning session (7.30 - 8.30am), and afternoon session (3.15 - 4.30pm and 3.15 - 5.30pm). Childcare can only be booked by session and will be charged accordingly.

Parents will be sent a registration form early in the summer term for sessions commencing the following autumn term. Requests will be dealt with in order of when they are received and spaces allocated accordingly. Once the sessions are full, children will be placed on a waiting list. The school office will contact parents when spaces become available.

### **Fees**

Fees are charged on a sessional basis. Invoices are sent out at the beginning of every half term. All invoices to be paid in full by the due date shown on the invoice unless paying by vouchers when the invoice needs to be paid in full by the end of each half term.

#### **Our current fees per session for 3-year olds upwards are:**

|                       |        |
|-----------------------|--------|
| Breakfast             | £5.50  |
| 15.15-16.30pm Session | £6.60  |
| 15.15-17.30pm Session | £11.00 |

#### **Our current fees per session for 2-year olds are:**

|                       |        |
|-----------------------|--------|
| Breakfast             | £7.15  |
| 15.15-16.30pm Session | £6.60  |
| 15.15-17.30pm Session | £11.55 |

### **Late collection of children**

We do expect children to be collected on time. Staff ratios are planned in advance to ensure your child is appropriately supervised. If you think you might be late, you must call the Wraparound Care Manager on 01752 848115 as soon as possible. We do ask that you have a backup plan in place to enable the safe collection of your child and that the contact details of other adults approved to collect your child are shared with the Wraparound Care Manager. Late pickup of your child does become a Safeguarding issue; the Designated Safeguarding Officer will be informed and will contact you to discuss.

Late collection after 4.30pm will incur an additional charge of £10.00 per child for every 30 minutes plus an additional £4.40 which is the difference of the sessional fee.

Late collection after 5.30pm will be £20.00 per child every 30 minutes after 5.35pm.

Late collection fees will be added to your next invoice.

### **Review of Charges**

The charges are reviewed each year in the spring term meeting by the trustees and, considering financial planning, increases will be made accordingly. The new fees will start from the following September. There are discounts available for siblings.

### **Ad-hoc sessions**

These can be booked where there is excess capacity, and this differs each day. The sessions will be filled on a first come first served basis providing the correct staff: children ratios can be maintained every day. The ad hoc sessions will be charged at the usual session price and will be added to the next invoice.

### **Illness or holiday**

There will be no refund for sessions missed due to illness, school activities, unplanned school closure or holidays booked in term time. Please ring the school or email [secretary@bishop-cornish.cornwall.sch.uk](mailto:secretary@bishop-cornish.cornwall.sch.uk) if your child is unable to attend. If you are away on holiday, please send an email or write a letter to confirm the dates beforehand.

### **Payment of fees**

Fees are due in advance every half term for that current half term and are non-refundable as they are required to meet the overheads of the BASC. Invoices are issued at the start of every half-term and must be paid within 14 days; the due date will be shown on the invoice. The BASC cannot refund any sessions missed owing to illness, family holidays or for emergency closures.

Where possible, we will accommodate requests to match sessions around parents shift work patterns. Invoices will be raised fortnightly and **must be paid immediately**.

Fees should be paid by bank transfer or via an employer's childcare voucher scheme. If paying direct to the bank account, please ensure your child's name and BASC is used as a reference. Cash or cheques are not accepted.

### **Late Payment of Fees**

It is our intention to be sympathetic to the needs of your child(ren) when families encounter financial difficulties whilst competently collecting outstanding amounts as they fall due. Unpaid fees have a detrimental effect on the BASC and it is not a situation which we will leave unresolved. This situation could also result in your child losing their place.

If you are, for any reason, unable to pay the fees due, please speak to either Mrs Dunbar or Mrs Hale advising of your particular circumstances. We will do our very best to come to an agreement regarding payment. In the event of a personal crisis, we will do our best to resolve the situation for both parties. However, in every event, the outcome is that all outstanding fees must be paid.

A reminder will be issued a few days before the due date and on the day the fees become overdue. A late payment fee of £20.00 will automatically be added to your next invoice. **If payments are made late for three successive months, then we will request that sessions are prepaid.** If the BASC are unable to recover any outstanding fees, the matter will be referred to the Education Centre lawyers.

### **Help with paying for your childcare:**

Please contact the Family Information Service 0800 587 8191 or search Childcare and Funding on the Cornwall Council website where you will find up to date information regarding financial support for childcare funding.

### **Notice periods**

Increasing your child's sessions – please speak to Mrs Dunbar and we will do our best to accommodate you, but this may not always be possible.

Reducing your child's sessions - We require four weeks' notice, in writing (an email is acceptable), of your intention to reduce the number of sessions your child attends at the BASC. You will be charged for your child's booked sessions during the four weeks' notice period.

Withdrawal from the BASC. We require four weeks' notice, in writing (an email is acceptable), of your intention to withdraw your child from the BASC. You will be charged for your child's booked sessions during the four weeks' notice period.

Reviewed May 2025