

**Priory Junior School
The BASE**

Fee Policy



Agreed December 2010

Fees

8am-8.45am (with breakfast)	£2.50
3.15 - 5pm	£6.00
3.15 - 6pm	£7.50

Terms and Conditions of fees and bookings

- A £5 registration fee (per family) is payable at time of registering
- Bookings should be made at least a week in advance, with payment.
- Last minute bookings will only be accepted if there is a space available. Payment for last minute bookings should be made on collection of the child from the club.
- Monthly invoicing will be arranged for regular users
- All fees must be paid within 10 ten days of invoice date
- Fees can be paid by cheque (made payable to Priory Junior School) or cash and in both instances a receipt will be issued by the play leader or finance secretary
- Fees will still be payable for children booked into the club, who then attend an after school activity (such as football, art club etc), at the school or elsewhere.
- Where a child attends an after school activity before arriving at the club, fees will be charged from 3.15pm. This secures your child's place in the event of the after school activity being cancelled at the last minute.
- A fee of £5 per 15 minutes will be charged for late collection of children beyond the advertised closing time of the club.
- Cancellation of bookings will incur the following charges. (All fees paid in advance will be carried over)

More than a weeks notice	No charge
Less than a weeks notice	£4 per child booked
Less than 24 hours notice	£5 per child booked
Cancellation on the day or failure to notify of child's non-attendance	Full fee per child booked

Consideration will be given to special circumstances including when a child is absent from school due to sickness.

- Where a parent is experiencing hardship or difficulties in paying the fees, they are encouraged to discuss with the headteacher at school at the earliest opportunity in confidence.