****For children attending **The Old Laundry**. Please tick the appropriate boxes to indicate what days you would like your child to attend on a weekly basis. Please also state the amount you have paid.

**Child’s Full Name (Please print in block capitals)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **After School Club** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Fees Per Week (£5.00 per day/ £22.50 per week)** | **Total fee** |
| **Term 1** |  |  |  |  |  |  |  |
| **Term 2** |  |  |  |  |  |  |  |
| **Term 3** |  |  |  |  |  |  |  |
| **Term 4** |  |  |  |  |  |  |  |
| **Term 5** |  |  |  |  |  |  |  |
| **Term 6** |  |  |  |  |  |  |  |
| **Term 7** |  |  |  |  |  |  |  |

I agree to pay the above fees and deposit in accordance with the payment policy

Tick if the same for the whole year

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name (please print**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

See Over

**Late collection**

**Late collection charges:**

A late collection charge will be imposed for each child collected after the arranged collection time. The charge will be £10.00 per child for first 10 minutes of lateness and £5 for every 5 minutes thereafter. The charge must be paid in full before the child attends the next session, failure to do so will result in a loss of service use with immediate effect and reinstatement to occur the day after payment is received. If payment cannot be made at time of collection, then it must be made no later than 2pm the following day. Confirmation of payment will need to be made with staff.

**Payment policy**

**Daily Charge:** ASC £9.50 / BC £4 per day, per child depending on service/site

**Weekly Charge:** £45 per week |

* These fees are subject to review and may increase
* Fees must be paid on a termly bases
* Fees must be paid the Friday before the new term starts by 5pm
* You are required to pay fees when your child is off sick, or you collect them from school or take them on holiday during the school term
* You will not be charged for services that are not delivered on inset or polling days.

**Payment methods:**

***Please use your child’s name and site as reference when paying through the bank:***

*Site (****ST*** *– Stockwell,* ***R*** *– Reay,* ***G*** *– Granton,* ***C*** *– Crawford) + Child’s 1st initial + Surname*

* Internet/Telephone banking
* On site – payment can be made in cash, in advance
* Bank payment – in person securely at any HSBC branch referencing the following details: Account: 61623893 | Sort Code: 400122 | or through an alternative bank of choice.
* Electronic Childcare Vouchers - Various
* Paym – Mobile: 07985499236 [*For more info, see http://www.paym.co.uk*](http://www.paym.co.uk/)

**Failure to make payment on time**

* **Your child will not be collected for Afterschool Club**
* Parents will be charged an additional **admin fee of £20** for late payments for Afterschool Club provision

**Cancellation:**

Two weeks’ notice is required in writing when a parent or career intends to withdraw their child for any reason:

I understand and agree to the conditions of payment(s) as set out above

**Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name (please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_**