

## HYTHE BAY CHILDREN'S CENTRE – OUT OF SCHOOL CLUB

### Fees Structure

At Hythe Bay Children's Centre we believe in open communication with all parents/carers and staff and are therefore presenting this fees structure in order to ensure that everyone fully understands our charging. Our fees for breakfast and after school clubs include all meals, drinks and snacks.

We are open during the school term for the Breakfast and After School Clubs and our Holiday Playscheme runs for approximately 10 weeks during the school holidays (with closures at Christmas and the end of August/beginning of September for essential cleaning and maintenance and various Staff Training Days throughout the year). We are closed for Bank Holidays. Our fees do not include any outings, celebrations or entertainment that is in addition to our usual session activities.

#### Fees from 1<sup>st</sup> July 2021:

BREAKFAST CLUB		AFTER SCHOOL CLUB	
Session	Cost	Session	Cost
Breakfast club (7.45am – School)	£3.35	Hythe Bay children ASC (School - 6pm)	£12.20
Early drop off (8.15am – School)	£2.05	Pick up only (School – 4pm)	£5.55

Our Holiday Playscheme offers a standard club session of 9am – 5pm with the option of extending the morning and/or evening times by an hour each way for an additional fee.

HOLIDAY PLAYScheme	
Session	Cost
Standard Playscheme (9am – 5pm)	£32.00
Extended morning (8am – 9am)	+ £5
Extended afternoon (5pm – 6pm)	+ £5

Please note that the Playscheme will only be able to run if we have enough interest from parents so please let us know as early as possible if you require this service.

**Ad hoc sessions:** We require two weeks' notice for booking ad hoc sessions and availability is not guaranteed. We ask for fees to be paid in advance for ad hoc sessions. Please book by email: [nursery@hythebay.kent.sch.uk](mailto:nursery@hythebay.kent.sch.uk)

**Changes to booked Sessions:** If you would like to change or cancel your child's sessions, 2 weeks' advance notice is required for breakfast and after school clubs, and 4 weeks' advance notice is required for Playscheme.

**Illness/Absence:** No refund will be given in the event of a child's absence due to illness or any other reason.

**Closures:** Should the Out of School Club be unable to open due to bad weather or any other unforeseen circumstances, parents will be credited for the sessions missed. Should closure need to take place part way through a session, a refund will not be given in this instance.

**Late Pick Up:** Children must be collected promptly at the end of each session. Should a parent fail to collect their child at the end of their session, a late collection fee of £1.00 per minute will be charged.

**Late Payments:** Fees are to be paid within 2 weeks of the invoice date or weekly in advance. If you are experiencing financial hardship, please speak, in confidence, to the Administrator so that alternative payment arrangements can be made. If without negotiation, fees are not settled, we are left with no alternative but to withdraw your child's place and, if necessary, take legal action to recover the amount owed.

**Sibling discount** – We offer a 10% discount for a sibling attending the out of school club. The discount applies to the eldest sibling only.

### **Payment Methods**

- Employment vouchers: We take a variety of childcare vouchers. Please ask the Administrator if you need any reference numbers.
- Tax Free Childcare payments  
(for more information please go to <https://www.childcarechoices.gov.uk/> )
- **Bank Transfer: Sort code: 40-08-32, Account No 22250977, Account Name: Hythe Bay Children's Centre. Please use your child's name as a reference.**
- Unfortunately we are unable to accept payment by card or cash.

If you have any queries, please do not hesitate to contact us.

Karla Dumont (Administrator)

Tel: 01303 267802

E mail: [nursery@hythebay.kent.sch.uk](mailto:nursery@hythebay.kent.sch.uk)