

YATTON SCHOOLS BREAKFAST CLUB

Fee Policy

Document Information			
Reviewed by:	Business	Responsibility:	Business
Last Review:	May 2018	Next Review:	May 2019
Review Cycle:	Annual	Ratified by FGB	Not required
Signature (FGB)	Not required	Signature (Head)	Not required

1. This policy covers charges and registration fees for the Yatton Schools Breakfast Club and is in line with the Yatton Infant School Charging and Remissions Policy.
2. The fees for registered users wef 4 September 2018, payable at the time of booking, are as follows:

Session	Start time	End time	Full fee per child
Session 1	7.45am	8.55am	£4.00
An annual registration fee of £15 per child is also payable.			

3. Should a parent want to book their child(ren) in as an occasional user(s), the registration fee can be waived, but session fees will be £5.00 per session.
4. **Fees are payable in advance for sessions booked in any one week.** Sessions booked can be cancelled, but must be cancelled 48 hours before the session to aid planning and staffing levels. Cancellations after this time will be charged at the normal rate.
5. Should fees remain unpaid, the School will send a letter to parents requesting payment of outstanding fees 14 days after the date the fees were originally due. Should be fees remain unpaid, a second letter signed by the Headteacher will be sent to parents 14 days after the reminder. If no payment is received, the parents will be informed that no bookings will be accepted until the debt is cleared in full.
6. Working parents on lower incomes, who are accessing childcare, can benefit from claiming the childcare element of the working tax credit which can cover up to 80% of the costs of the Club (including the registration fee). Salary sacrifice schemes or childcare vouchers available from some employers can also be used towards the cost of the Breakfast Club. Further information will be given to parents on request.