

gaps

Abington Community Out of  
School Club

### **Fees Policy April 2020.**

As of April 2020 the following fees per hour will apply:

<b>Fee Category</b>	<b>Fee from April 2020</b>
Regular Child	£5.02
Regular Sibling	£3.61
Casual Child	£5.73
Casual Sibling	£4.31
2.5 Year Old with Older Sibling	£5.36

Late collection:

- For late collection after your booked finish time a casual hour will be added to the register.
- From 18:00 onwards the charge will be £15 per child for the first and each subsequent 15 minutes. This is stated on the booking and confirmation form completed at registration. This fee is per child and not per family. This is to cover the costs of paying staff to stay beyond their allocated duty.
- Registration £25 per year before 18th August, £50 thereafter, pro rata when booking after the start of the new academic year.

- Please notify the club if your child will not be attending a booked session. Refunds/credits cannot be given for cancelled sessions.

Payment of fees is flexible on discussion with Finance Manager Louise Woolcott. Payment in full or by instalments, cheque, cash or BACS payments and voucher schemes are all accepted.

Action taken should fees remain unpaid is detailed in the welcome packs and in the **Monies Owed Policy**.

Contact details for Finance Manager Louise Woolcott – Telephone 01223 894246  
[abingtonannexefinance@gmail.com](mailto:abingtonannexefinance@gmail.com)

Details on bookings taken from the GAPS registration form.

*“Please consider your booking carefully. Bookings may be changed **up to two weeks prior** to the start of each half term by email to the GAPS Finance Manager. **Any changes advised mid term will be charged at a casual rate. There will be no refunds for any reduction in hours mid term.** You are advised to book on a casual basis if you need to change your dates throughout the term, however you should be aware that casual hours are subject to availability and are charged at a higher rate.”*

**ADOPTION AND ANNUAL REVIEW OF THE POLICY**

This policy was adopted at a meeting of: **Abington Community Out Of School Club (GAPS).**

Signed on behalf of the Management Committee:

Print Name: RUTH BEACH

Date: 03/01/2018

Role: ADMINISTRATOR

This policy was reviewed on:	Signature and name:	This policy was amended on:	Signature and name:
04/01/2019	R Beach	04/01/2019	R Beach
25/02/2020	R Beach	25/02/2020	R Beach