

## Arrears and Time-Keeping Policy

In order to allow the club to function properly, the following arrangements will apply with regard to the management of arrears and time keeping.

### Stages

1. Arrears will be reviewed weekly and noted by the school.
2. If payment is late, parents will be informed by text. The text will inform parents that future bookings will not be accepted until payment has been received.
3. If a subsequent payment is late or not provided no future bookings will be taken.

### Time-Keeping

It is expected that children will be collected on time from the club. If a parent arrives late, the contract will be judged to have been broken. This will be recorded by the school.

If a parent is late collecting from the first afternoon session (i.e. arriving after 4.30pm) an additional £4.50 charge will be made.

If a parent is late, and arrives after the club closing time of 5.30pm, a charge of £15 will be made.

If a child is booked into the club at short notice, payment must be made by 9am on the following day. No cash will be accepted at the club.

Failure to pay any additional charges are outlined in the stages above.

<p><b><u>This policy was adopted by:</u></b></p> <p>Summerseat Smilers</p>	<p><b><u>Date agreed:</u></b></p> <p>1<sup>st</sup> March 2021</p>
<p><b><u>To be reviewed:</u></b></p> <p>March 2022</p>	<p><b><u>Signatures:</u></b></p> <p>Club Manager:</p> <p>Headteacher:</p>