



Payment Terms and Conditions

- i. At the time of registration, the child's attendance days will be booked. These may, subject to place availability, be changed temporarily and for 'one off' occasions but **parents must agree this with the Manager in advance of the session.**
- ii. Parents must give one month's notice, in writing, of any permanent changes to the days their child attends Kingfisher Kids.
- iii. Payment of fees (please refer to Kingfisher Kids Fees) should be made **monthly**, on an agreed day **prior to the start of the month in question**. Individual payment arrangements will be negotiated between the Manager and parents/carers.
- iv. If the fees are not received on time (by the 1st of the month) the Club will notify the parent/carer, the following day (2nd of the month), in writing that they have **7 days in which to clear the outstanding amount. Late payment of fees automatically incurs additional charges as detailed in the 'Contract between Parents/Carers and Kingfisher Kids'.**
- v. **If the fees remain outstanding, after the subsequent 7 days, a letter will be sent to parents/carers advising them that the place(s) for their child(ren) will be withdrawn with effect from the Friday of that week.**
- vi. When a place is withdrawn, because of payment arrears, it will not be reinstated once the account is cleared.
- vii. Any payment arrears will not be written off. The committee will pursue any arrears, through the small claim courts if necessary.
- viii. Parents/carers are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.
- ix. Any absences, e.g. holidays/appointments/school trips/attendance at other clubs etc. must be paid for in full. Please be aware you are paying for your child's allocated place at the club.
- x. The Club understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Club, it must ask that parents/carers respect its policy in respect of fees.
- xi. The Club has the right to withdraw a child's place after consultation with the parent/carer.

I agree to the above Terms & Conditions.

Signed (Parent/Carer):

Name:

Signed (After School Club Manager): M Stannard

Date: