



ASC Fees and charging policy

- Fees are charged on a session basis – additional sessions can be booked at the office. This will be subject to availability.
- Due to staffing and child ratios we are unable to offer one off sessions.
- Fees are subject to review at any time with a minimum of one month's written notice being given to parents whose children attend ASC. If there is to be an increase, it is usually annually.
- All ASC fees are invoiced on 1st of each month and are due on the last day of the same month.
- Late payment of fees will result in a £25 charge
- Parent/Carers picking up late from ASC will be charged £6 for every 10 minutes. Places may be revoked if a child/ren are collected late more than twice.
- Any payment that is outstanding for more than 4 weeks will result in a formal letter giving Parent/Carers an additional four weeks to pay. Outstanding balances will then be passed to Telford & Wrekin Council who will take the necessary steps to recover the outstanding balance.
- Parent/Carers who are having financial difficulty are requested to contact the school office to implement a suitable payment plan.
- If at any time a parent/carer goes into arrears with their ASC fees we will reserve the right to withdraw the child's place and invoice them for the full amount owing.
- Full fees are charged if your child is absent due to illness.
- Parents/Carers are expected to give two weeks' notice to cancel their place.
- Fees will be reimbursed at 50% when ASC is closed ie snow day.
- Payments are to be made by online banking/childcare vouchers/government gateway. We do not except cash or cheque payments.
- ASC fees do include a healthy snack.