



THE CABIN CREW OUT OF SCHOOL CLUB

**Fees and Terms & Conditions
for the Period
September 2020 – July 2021**

Contact details: Tel 01473 715151 Email: thecabincrew1@aol.com

Registered Charity Number: 1119785

Ofsted Reg: 251435

www.thecabincrew.org.uk

Administration Fee

An administration fee of £25 is payable to register your interest in joining the Cabin Crew. This fee is deducted from the first month's invoice when your child is offered a space in the club. If a space on your required session is not immediately available, your child's name will be added to the waiting list for that session and you will be notified as soon as a space becomes free.

Annual Registration Fee

For breakfast and after school club users there is an annual registration fee which is payable on joining the club and then each September thereafter. The annual registration fee is charged per family (this is immediate not extended family) regardless of how many children attend sessions at the club. The registration fee is payable with September fees or with the first month's fees for those joining at other times.

The current registration fees are as follows:

£10.00 per family joining in September

£5.00 per family joining after the school Easter holidays

Deposits

On acceptance of a new member's place(s) at the Club, a deposit of an average 4 weeks' attendance at the breakfast and/or after school club is required and payable in advance of the first session. This deposit will then be used towards your last month's attendance at the club, or refunded if all fees are paid in full.

First Month's Fees

An invoice for the first month's fees, the administration fee (if this has not already been paid), registration fee and the deposit will be issued and payment must be made within 14 days or before the first session if this is less than 14 days. Subsequent fees are invoiced in advance at the beginning of each month.

Therefore, the first invoice would consist of:

(Administration fee	£25)
Registration fee	£10
Deposit	(1 months fees)
First months fees	(1 months fees)

= £ to be paid within 14 days or the
first session (if less than 14 days).

If payment is not made, the space will no longer be available and will be offered to the next family on the waiting list.

Acceptance of Sessions

The club requires written acceptance of a permanent session offered within 5 days (email is accepted as written confirmation).

Helping the Environment

With consent, invoices, messages and newsletters will be emailed to parents/carers. Please ensure you inform us if your email address changes or if you no longer want to be contacted in this way. If you need to update your email address, please speak to a member of staff at the club or email thecabincrew1@aol.com

Breakfast Club

Opening Times

The current opening times for breakfast club are as follows:

7.30am – 8.40am Mon – Fri, Term time only.

Please note that the full breakfast choice will not be available for children arriving after 8.20am.

Fees

The current breakfast club fees are as follows:

£5.60 per child per session. This includes breakfast and all activities provided.

After School Club

Opening Times

The current opening times for after school club are as follows:

3.15pm – 6.00pm, Mon – Fri, Term time only.

Fees

The current after school club fees are as follows:

£6.90 per child per session where collection is before 4.30pm

£9.80 per child per session where collection is after 4.30pm

Both rates include a snack tea and all activities provided.

Holiday Club

Opening Times

The holiday club runs from Mon – Fri during the school holidays (with the exception of the Christmas holidays). Although the Cabin Crew is an independent organisation, we work to the school holiday dates set by Sidegate Primary School so please check these if your child attends a different school. The current opening times for the holiday club are as follows:

7.30am – 1.00pm or 1.00pm – 6.00pm for a half day session

7.30am – 6.00pm for a full day session

Fees

The current holiday club fees are as follows:

£19 per child for a half day session – this includes breakfast, snacks and all activities provided

£31 per child for a full day session – as above plus afternoon tea.

Please note that a packed lunch must be provided for all children attending holiday club morning or full day sessions.

Discounts

Siblings

In the case of siblings attending the same session as a full paying child a 10% discount is applied on the full session rate. The current discounted fees for siblings are as follows:

Breakfast Club	£5.05 per session
After School Club (before 4.30pm)	£6.20 per session
After School Club (after 4.30pm)	£8.80 per session
Holiday Club (half day)	£17.10 per half day
Holiday Club (full day)	£27.90 per full day

The discounted rates above apply to the second child and all subsequent siblings.

Holiday Club Block Bookings

A 10% discount is applied for any full week holiday club booking per child. Please note this only applies to the full week booked (5-day week), any additional days or part weeks will be charged at the normal price.

Late Collection Fees

The latest time children can be collected is 6.00 p.m. unless there are exceptional circumstances. Where children are collected after 6.00pm (by the Cabin Crew clock) a late collection fee will be applied to the next available invoice. This is because at least two members of staff must remain to supervise a child or children who have not been collected on time, and therefore we have to pay overtime to those staff.

The current late collection fee is as follows:

£10 per family per incident.

Cancellation and No Show Fees

Breakfast and After School Club Sessions

At least 4 school weeks' notice is required to cancel a session. This notice is required regardless if the cancellation is a one off or permanent to avoid being charged. If the cancellation is for a permanent session this must be in writing.

Any sessions cancelled outside of this or where children do not attend a booked session (a no show) will be charged at the full rate that would have been invoiced for that session.

Holiday Club Sessions

Holiday club sessions are non-refundable once payment has been received and a booking confirmed. The only exception to this is where we can re-allocate the session to someone on the waiting list. In these circumstances a refund for the cancelled session will be made minus a £5 administration fee. Where the cancellation of a holiday club session means that a sibling or block booking discount would no longer apply, full rates will become payable and the difference will be invoiced.

Closure of the Club

Please note that where Sidegate Primary School is closed for any reason, including exceptional weather, essential or emergency site maintenance, etc the Cabin Crew will also be closed.

If the School and Club is forced to close due to reasons beyond our control (including but not limited to the above) normal fees will still be applied.

Information on School closures is often available on local radio but can also be found on the school closures website. There is a link to this from the Cabin Crew website www.thecabincrew.org.uk

Payment of Fees

- Fees are invoiced in advance at the beginning of each month.
- For breakfast and after school club sessions payment should be made within 7 days of the date of the invoice.
- For holiday club sessions payment must be made in advance at the time of booking. Please note that holiday club bookings will not be added to the diary or confirmed until full payment has been received.
- Where possible for security reasons, fees should be paid by cheque or online bank transfer. If this is not possible and payment is by cash, this will be verified by a member of staff with the parent/carer and a cash receipt issued. The Club does not hold any cash on the premises therefore the correct amount must be paid as no change will be given, or a credit can be carried forward to the next month.
- If any arrears are carried over to the following invoice month an administration charge of £10 will be levied.
- All fees must be paid by the end of each half-term. If there are any arrears the parent/carer will be informed that their child's place will be cancelled at the start of the next half-term.
- If a child is due to leave the club at the end of an academic year and has not paid the initial deposit, the parent/carer will be sent an approximate invoice with their June fees to be paid prior to the end of the school year. Any surplus fees will be repaid by the Cabin Crew.

Childcare Vouchers

We accept payment through a number of childcare voucher schemes. These can be set up through your employer's payroll system and entitles you to savings on tax and national insurance payments. Check with your employer if they run a scheme or speak to the Club's Finance Administrator.

An online calculator to help you decide if you would be better off taking childcare vouchers or not is available at <https://www.gov.uk/childcare-vouchers-better-off-calculator>.

Help with Fees

Information about help with childcare fees including Childcare Tax Credits, Childcare support from your employer and support while you study can be found online at <https://www.gov.uk/help-with-childcare-costs>.

The Club has some help booklets regarding Child Tax Credits and how to claim money back, please ask a member of staff if you would like one of these.

Parents/carers are encouraged to speak to a member of staff or the Committee if they have any query about an invoice or the overall fees policy.

We also understand that circumstances can sometimes arise that mean people have a difficulty in making a payment on time. If we are not aware of any issues we are unable to offer any help so please arrange an appointment to talk to us at the earliest possible opportunity if you are facing any difficulty with this. While we will try to be as helpful as possible please be aware that your child's/children's place at the club will be at risk if payments continue to be unpaid.

TAX CREDIT INFORMATION

Please keep your invoices for enquiries with your Tax Credits, if you require duplicates there will be an additional charge of £10.00.