

Kids Academy Out of School Club Fees and Cancellations Policy

Payment of Fees/Late Payment Charges

At Kids Academy we strive to keep fees as transparent as possible, providing a detailed monthly invoice via email. Fees are charged in advance with invoices generated around the 20th of each month. For any additional sessions booked after the invoice has been generated, a further invoice will be generated and will be due immediately. Sessions booked and confirmed will not be adjusted or refunded for any period of illness, holidays or school trips etc. Fees are due no later than the **1st of every month** if they have not been received by that date a **£10 late payment charge will be applied on the 2nd of the month and then weekly until the amount has been paid**. Late payment charges are added to your child's account in order, to cover our administration costs.

Failure to clear the full amount by the last date of that month will result in your child's place being terminated and we will be unable to take or collect your child from school. This means your child will not be allowed to come to the club.

Your outstanding debt will then be collected by the small claims court where you will be liable for costs.

IT IS THE RESPONSIBILITY OF THE BILL PAYER TO ENSURE all invoices are paid on time and any extra sessions have been paid.

If for any reason you are likely to have difficulty in making payment on time please contact the Manager, Shona Grant. Parents/Carers are strongly advised to discuss any issues they may have with paying their invoices as soon as they are aware.

Your child's place could be at risk if you fail to pay your invoices on time

Cancellations & Absences

Breakfast, After School Club: 4 weeks, Holiday Club 2 weeks written cancellation required without charge.

Parents are expected to pay in full for any absences and expected to pay for any sessions that are booked. Four weeks written notice for breakfast & after school club and fourteen days written notice for holiday club is required to cancel if there is to be no charge. Any cancellations after this date will be charged for in full due to pre booking and paying.

Change of Details

It is very important that you let staff know if you have any changes of address, telephone numbers, doctors, email address or any change to medical or dietary needs or any security issues.

Update us by emailing kidsacademyellon@gmail.com