

## Inverbrothock Out of School Care Club

Charity Number: SC030097

### Fee Policy

Inverbrothock out of school care club has a strict policy on payment of fees. We rely on fees to enable the club to run. This policy ensures that regular payment of fees is made from the service users and that we have regular income. The aim of the policy is to clearly outline as to why payments are necessary for the club to operate.

- Those responsible for making payments must make it clear to the Manager how they intend to pay whether it will be weekly or monthly so that the Manager knows when payments should be made to the club and can plan cash-flow accordingly.
- Using our OSCAR system, the club manager will send out monthly invoices to those responsible for payments regarding their outstanding balance. This balance must be paid within 14 days of the invoice being issued.
- After 14 days, if the invoice is not paid then Inverbrothock out of school care club reserve the right to suspend children from the club until such time as payment is made.
- If payment is late those responsible for payment will be informed of this by letter from the club manager.
- Failure to make payment after the first letter has been sent out will result in your child's place being lost.
- If anyone is finding it difficult to make payments, then they must speak to the manager at the first possible opportunity to make a payment plan before the situation gets out of hand.
- Even if your space is cancelled you are still liable to pay the outstanding balance. We will take all necessary steps to recover any monies owed to us, this may result in legal action being taken, which can affect your credit score.

If fees are not paid regularly then the club will no longer be able to run, and the childcare facility will be lost. We use fees to pay staff wages, snack for the children, toys, activities, and trips. Without the income of fees for childcare used the club will no longer have funds to operate and therefore will cease to trade.

The above policy is approved and hereby adopted by the IOOSCC Committee

Updated February 2023