



Before & After School Club Payment Procedures

Step 1

- Invoice sent to parents 4 weeks in advance (dependent on when school holidays fall)

Step 2

- If payment hasn't been received on the Friday prior to the next invoice being issued, a list of non payers will be given to ASC Office Admin. A text reminder will be sent through Teachers2Parents giving parents 5 days notice to pay.

Step 3

- ASC Manager to liaise with ASC Office Admin to check if payments are pending on the voucher system/bank account.

Step 4

- If payment hasn't been received by the issue of the next invoice, ASC Manager to inform SBM who will then contact parents to arrange payment.

Step 5

- If there are extenuating circumstances, child care will continue and a payment plan will be arranged with the first payment starting within 5 working days. Headteacher to be informed.

Step 6

- If the payment plan arrangements are not adhered to, child care will cease the following day until the debt is settled in full. The child place will be given to the next available child on the waiting list.

Step 7

- £25 Administrative fee for outstanding debts where there are no extenuating circumstances for each additional invoice sent.