

ABBOTS HALL OUT OF SCHOOL CLUB

PAYMENT AND BOOKING

Parents are asked to complete a registration form giving details of the sessions required.

Half terms and school holidays are booked separately with a special booking form, which is found in the Windmill room 6 weeks before any school holiday is due.

A deposit of 50% is required when booking for the short Holiday clubs and 20% for the summer one, this is required at time of booking to guarantee the space.

No refund of deposit will be made, if a parent cancels any sessions unless notice is given at least 14 days' prior to the session which can be then cancelled without a further cost.

Afterschool and Breakfast will be charged unless we receive 4 weeks' notice in writing.

Each parent will receive an invoice with information of dates and sessions their child has been booked to attend within the club. Payments and fees will need to be made by the date on the invoice. Breakfast and Afterschool club are paid in advance, Holiday club is invoiced at the start of the Holiday.

If anyone has trouble making their invoice payments they should talk to the Club manager and then arrangements and payment plans can be arranged.

The committee Chairperson will contact parents if no payment is received after the date has passed or no contact has been made with the club manager. The Chair person will discuss the payment due. If after a further 7 days still no payment has been made, then the treasurer will contact the parent.

If no payment is received the Club Treasurer will then bring the matter to the committee.

After 30 days if the payment has not been received then the committee will consider withdrawing service, until payment has been received. If no payment is received after the service is withdrawn the committee may consider court action.

