

Fees and Payments Policy

The following fees and payments policy applies in relation to the attendance of each child at Belmayne After School Club.

Fee Payments

- *The weekly/monthly fees should be paid every month/week and it can be paid by bank transfer or standing order. We do not accept cash.*
- *Our bank details are available on the bottom page of the invoice sent weekly or monthly.*
- *Fee options available in our service*

Full Time

1.35-6pm €110 weekly

1.35-5.20pm €88 weekly

2.20-6pm €88 weekly

Part Time

1.20- 3.20pm €44 weekly

1.20-4.20 pm €66 weekly

2.20- 4.20pm €44 weekly

2.20-5.20pm €66 weekly

3 days 2.20-6pm €66 weekly

3days 1.20-5.20pm €66 weekly

3days 1.20-6pm €77 weekly

Hour Club (sibling hour)

1.35-2.20pm €28 weekly

2.20-3.20 pm €28 weekly

Flexible rate (pay as you go) €8 per hour

- After School Club closes at 6pm sharp.
- Any time after that will incur late fee charge of €10 which will be added to your bill.
- *The fees will be counted hourly, (there is no half an hour option available)*

Deposit & Notice Period

- If availing of the fixed option (Full time, Part time, Hour Club) a deposit equal to one week's attendance is required which is fully refundable only when Belmayne After School are given two weeks' notice of withdrawal of your child / children from our service.
- If availing of the flexible option, a €100 deposit is required which is fully refundable only when Belmayne After School are given at least two weeks' notice of withdrawal of your child/children from our service

Holidays, School breaks, Sick days, Camps

- *Fees must be paid if your child is ill, absent or on holidays and does not attend Belmayne After School Club and is signed for full time, part time or hour club.*
- *The weeks that contain Bank Holidays still incur the full fees.*
- *In the case of shorter school week, e.g. school is finishing on Wednesday or Thursday, the fees should be paid up and including the day the school finishes.*
- *No fees to be paid for midterm breaks if your child does not attend midterm break camp/activities*
- *Camp fees should be paid in advance (by the first day of the camp) and will not be refundable if your child was enrolled in the camp (midterm break, school holidays) and does not attend our service as staffing/buses/events etc. Has been organized and must be paid for.*

Change in attendance schedule

- *If you wish to change your child's attendance schedule (eg. Full Time to part time, flexible to full time, etc.), notify After School Club two weeks before change as the staff ratio will need to be adjusted.
The After School Club will endeavor to accommodate such change requests, but on occasion this may not be possible.*

Weather/Exceptional Circumstances

- *In the case of the school and after school being closed due the weather conditions or/and any event beyond our control fees must be paid in full (includes days where school/ after school is closed i.e. snow/flood*

This policy was adopted by: After School Club

Date: __September 2020_____

Signed by: __Karolina Wierzbinska_____ on behalf of Management

This policy will be reviewed on (date) __September 2022