



Dear Parent / Carer

Alongside Governors, we have reviewed our Kids Club provision and the impact that COVID-19 has had, and continues to have, on the service we provide. As a result, it has become necessary to increase our fees with effect from 1<sup>st</sup> January 2021 in line with other local school providers to:-

**Breakfast Club £5.00**

**After School Club £8.00**

This will enable us to run the Kids Club, observing the 'safe' operating procedures and maintain the correct staffing levels. We still plan to offer Kids Club sessions, term time as long as the school remains open and will continue to charge for these sessions. If the school closes in its entirety, you will not be charged for the sessions.

With effect from Monday 23<sup>rd</sup> November, we must inform you of a change to our current operating processes. If your child is required to self-isolate, we will need to charge you for the sessions in order to retain their place. This includes school 'bubbles' that are asked to isolate as we are still providing the Kids Club facility. This will enable us to retain your child's place on our register.

Thank you for your patience and support during these unprecedented times.

With Regards

*Julie Webster*

#### Terms and Conditions

- Fees should be paid in advance of each session monthly before the 1<sup>st</sup> of the month.
- Fees are calculated over a full school calendar year and then divided into 10 monthly payments.
- Monthly payments need to reach Kids Club bank on the 1<sup>st</sup> of the month by standing order up to and including June 2021.
- Failure to pay or late payment of fees or repeated late collections will result in a formal warning to the parent or carer and your child's place being withdrawn.
- 1 month's clear written notice in writing is required to change or cancel your child's place at the club or change any sessions your child attends.
- Where the club has endorsed your claim for Childcare Tax credit, you are legally obliged to notify Inland Revenue if you cease to use the service during the period of your claim.
- We still continue to accept payment via Childcare Vouchers, but you need to ensure payment is arranged to reach the school bank account by the 1<sup>st</sup> of the month.
- Bank account for payments is:-
  - Royal Bank of Scotland - Account name: Queens Drive Kids Club
  - Sort Code: 16 20 16 - Account Number: 10015730
  - Ref: Please ensure that you state the full name of your child