



*Childcare Specialists in After School and Holiday clubs throughout Swindon.*

### **Booking and Payment Policy.**

#### **Morning Clubs.**

The morning club price is £5.50 per child.

All sessions are pre-booked and paid for a week in advance directly with the morning club or via our online system for the clubs that are 'live', payment can be made in one of four ways: cheque (minimum £16.50), cash, childcare vouchers, or the government childcare tax scheme. If payment is made via vouchers or the government childcare tax scheme then a remittance is required at the time of booking, this can be a screenshot or a printed hard copy.

When approaching a half-term break the booking and payment will be required before the break for the first week back at school. If payment is made via vouchers or the government childcare tax scheme then a remittance is required at the time of booking, this can be a screenshot or a printed hard copy.

All bookings and payments are completed a week in advance with the Friday of the preceding week being the cut-off day for bookings and payments to be made. Any emergency bookings made after this time are subject to the on-the-week booking charge of £2.50 per day per child and are only accepted at the discrepancy of the administering childcare team.

All sessions are chargeable, and we do not credit for any sessions cancelled on the week for any reason.

\*All prices are subject to change but are correct as of January 2024.



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### **After School Clubs.**

The after-school price for our end-of-school until 6 pm is £15\* for the first child and £13\* for a sibling. This price is for the session however, you can collect at any time that you choose to do so. We have also introduced a 4 pm finishing time at our after-school clubs at a cost of £5 per child.

Some of our schools finish earlier on a Friday, and the charge for the early finish until 3 pm is £7.50, with the normal after-school price of £15 charged for the additional 3 pm-6 pm.

There are two booking/payment systems in place, (some schools are on our online system others are directly with the club within the school) All sessions are pre-booked and paid for a week in advance directly with the after-school club, payment can be made in one of four ways: cheque, cash, childcare vouchers, or the government childcare tax scheme, there are no card payment facilities on site.

When approaching a half-term break the booking and payment will be required before the break for the first week back at school. If payment is made via vouchers or the government childcare tax scheme then a remittance is required at the time of booking, this can be a screenshot or a printed hard copy.

All sessions are chargeable and we do not credit for any sessions cancelled on the week for any reason.

All bookings and payments are completed a week in advance with the Friday of the preceding week being the cut-off day for bookings and payments to be made. Any emergency bookings made after this time are subject to the on-the-week booking charge of £5 per day per child and are only accepted at the discrepancy of the administering childcare team.

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### **Holiday Clubs.**

Our Holiday club sessions are available to book via our online web page.

The sessions available are :-

8am – 3pm @ £24 per child and 8am – 6pm @ £28 for the first child and £23 for any sibling.

The price is for the session however, you can drop off later or collect at any time that you choose to do so as long as this fits within your booked time.

A 10 percent deposit is required at the time of booking places, the remaining monies due are required upon arrival at the start of your session. Payment can be made in one of four ways: cheque, cash, childcare vouchers, or the government childcare tax scheme, there are no card payment facilities on site. On the Easter and Summer holidays payment can be made weekly.

All sessions are chargeable, and we do not credit for any sessions cancelled on the week for any reason.

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