



Brynteg Tigers Out of Hours Club Fees Policy

Approved by: Michelle Firth

Policy reviewed: September 2026

Next review due: September 2027

Responsible Individual: Michelle Firth

1. Policy Statement

Brynteg Tigers Out of Hours Club is committed to being transparent and fair regarding all fees and charges. This policy ensures parents/carers are fully informed about fees, payment procedures, and any additional costs.

2. Fees Structure

- **2-year-olds:** 8:30 – 15:00: Free (Flying Start Provision)
- **3-year-olds:** 11:30 – 15:00: £9 per session
- **3–11-year-olds (after school):** 15:00 – 16:00: £5.00; 15:00 – 17:00: £6.50; 15:00 – 17:30: £7.50
- **School holidays (3–11-year-olds):** 08:00 – 17:30: £30; 08:00 – 13:00 - £15; 12:30 – 17:30: £15

Fees are reviewed annually and parents/carers will be notified of any changes at least one month in advance.

3. Payment Terms

- Fees are payable in advance on a weekly basis.
- Payment methods accepted: cash / bank transfer (after school club/holiday club) or Parent Pay (Nursery Plus).
- Receipts are provided for all payments on ParentPay and on request for cash/balance transfers.
- Late or missed payments may incur a fee or result in temporary suspension of the child's place.

4. Late Collection Charges

- A late collection fee of £5 per 15 minutes will be charged for children collected after the scheduled pick-up time.
- Late fees are payable with the next invoice.
- Repeated late collection may result in review of the child's place.

5. Additional Charges

- Charges for special outings or trips may apply; parents/carers will be informed in advance.

6. Refunds & Sickness

- Refunds or credits may be offered in exceptional circumstances at the discretion of the Responsible Individual.
- If the club closes due to unforeseen circumstances (e.g., extreme weather), fees will be refunded or credited.

7. Policy Communication

- Parents/carers receive a copy of the Fees Policy on registration.
- The policy is also available on request at any time.

8. Review

- This policy is reviewed annually or whenever there are changes to fees or local authority guidance.