



Swavesey Primary School

Early Years and Playwork Centre

Fees and Payments Terms

Fluctuating attendance numbers within the centre can be difficult to manage, in particular to ensure that we have the correct ratios of staff to children. Because of this and to ensure the financial sustainability of the centre, we have the following terms in place with regards to payment of fees.

1. Fees are payable per child per session. Fees are only waived if a child is absent for sessions due to hospitalisation. If for any other reason your child cannot use a particular session, the fees are still due. You will still need to advise us that you are not using the space in order to eliminate looking for missing children.
2. Late payment fees will be applied to your account if you do not collect before the end of your booked session.
3. Sessions are booked through the EYandP Manager, Carol Panther. Sessions are updated on your SCOPay at the start of each month and notification of your balance sent to you. Payment for your balance is **due upon receipt of notification** and the full balance must be received by the end of the month. Your balance will be accessible on your SCOPay account at all times. In the event of non-payment you will not be able to book future sessions until paid and your place may be offered to another family.
4. Should you wish to stop using EYandP, we require **4 weeks notice**.
5. Any discrepancy on SCOPay, and with your balance, regarding booked sessions must be brought to the attention of the EYandP Manager before the end of the month you are querying.

6. We are obliged by law to disclose accurate details to the Inland Revenue of the childcare provided to Parents or Carers who are claiming the Working Tax Credit Child Care element. We therefore strongly advise that you ensure that your claim to the Tax office matches the childcare we supply to you.

7. IF YOU ARE EXPERIENCING DIFFICULTY IN MAKING PAYMENTS FOR YOUR CHILDCARE PLEASE CONTACT OUR FINANCE OFFICE

Advance bookings

For any initial booking made there will be a required deposit of 50% of the first month's cost of sessions and sessions will only be confirmed once this has been paid.

The sessions will be added to your SCOPay account and the remaining fees are due prior to the first session.

Where the cost of sessions will be funded, the deposit will be refunded once funding has been confirmed.

Deposit Refunds

Should your circumstances change, and you no longer require your place, please notify us as soon as possible so that we can adjust staffing or offer your place to other families on our waiting list.

Deposits are no longer refundable if notice is given within, or after, 4 weeks from the end of the previous term.

For example, in 2025 if you booked sessions for your child for the summer term before the February half term, your deposit is non-refundable after 7th March 2025.