

BREAKFAST CLUB
AFTER STEP ZONE
CLUB
HOLIDAY CLUB



Summary of Payment Provisions for Parents and Carers

**STEP Zone operates
Breakfast Club and After School Club at:**

**David Livingstone Academy
Northwood Road
Thornton Heath
Surrey CR7 8HX**

**Tel: 0208 653 4240
Mobile: 07444 869 984
Extended Schools Manager: Angela Springer**

**STEP Zone operates
Breakfast Club, After school Club and Holiday Club at:**

**Gonville Academy
Gonville Road
Thornton Heath
Surrey CR7 6DL**

**Tel: 0208 683 0459
Mobile: 07932569684
STEP Zone Manager: Angela Barrett
Email: angela.barrett@stepacademytrust.org**

**Out of Schools Services Manager: Angela Barrett
Tel: 0208 653 4240 or 0208 683 0459
Email: angela.barrett@stepacademytrust.org**

**Twitter: @stepzoners
Facebook: [stepzonemanager@stepacademytrust.org](https://www.facebook.com/stepzonemanager@stepacademytrust.org)**



STEP Academy Trust

STEP Zone - Out of Schools Services

REGISTRATION FEE

- **Do I have to pay a registration fee?**

No

AFTER SCHOOL CLUB

DEPOSIT

- **Do I have to pay a deposit fee?**

Yes

- **What is the deposit cost and when is this due?**

The cost is the equivalent of one week's fees, due before your child starts the club.

Further Details

- *The deposit will be used to cover the fees for the last week, on the condition that a minimum of two weeks' written notice of leaving is received.*
- *Places have to be booked in advance and once a place is confirmed, parents have to pay, even if the child does not attend, unless they give the correct notice to STEP Zone.*

FEES

- **What are the fees for the after school club?**

£13.00 per day

£55.00 per week

- **When are the fees due?**

After school, club fees must be paid a minimum of weekly in advance, preferably monthly.

Full payment is required for all booked places, unless cancelled giving the appropriate notice.

- **Will I be required to pay if my child is absent?**

Yes. Once allocated a place, fees will need to be paid for all absences. Please see further details below.

HOLIDAY CLUB

DEPOSIT

- **Do I have to pay a deposit fee?**

Potentially, yes.

You will be required to pay a deposit only if more than two weeks have been booked (in the summer holidays).

- **What is the deposit cost and when is this due?**

Payment is the cost of two weeks' fees.

This payment is due when you receive confirmation that your child has been allocated a place.

The deposit will be used to cover the cost of the last two weeks your child has been allocated. However, if your child does not attend the sessions that you have booked, the two weeks' deposit will be forfeited.

FEES

- **What are the fees for the Holiday Club?**

- *£26.50 per day*
- *£110.00 per week*
- *£15.50 – discounted inset day fee payable only by parents using the After school Club during the week in which the inset day falls.*

- **When are the fees payable?**

Fees must be paid a minimum of weekly in advance.

- **Will I have to pay if my child is absent?**

Once allocated a place, fees will need to be paid for all absences. Full payment is required for all booked places unless cancelled giving the correct notice to STEP Zone. Please see further details below.

Trips and Outings

- **What if the club arranges trips and outings for my child – do I have to pay for these?**

Yes. There may be some additional costs for trips and outings.

BREAKFAST CLUB

- **Do I have to pay a deposit?**

No

- **What are the fees for the breakfast club?**

£3.80 per day

£19.00 per week

- **When is payment due?**

- **Are you a regular user of the club?**

Yes – payment should be made weekly in advance

No – if you use the provision on an ad-hoc basis, you will need to pay on the day your child attends

MAKING PAYMENTS TO STEP ZONE

How do I make payment?

- Online – www.parentpay.com – this is our preferred method of payment
- Childcare vouchers

Subject to the additional details above, fees should generally be paid at least one week in advance, preferably monthly.

CHILD ABSENCE

Non-attendance Fees

- **What if my child is absent?**

Full payment is required for the first week of absence, whatever the reason.

- **What if my child is absent for longer than a week?**

For absences in excess of one week, half of the club fees will be required in order to retain the child's place.

Please note that places at half fees will only be available if the Out of School Services (OSS) Manager has been notified during the first week that the absence will continue.

If payment has been made in advance for more than one week, this will be carried forward and a refund will not be given.

COLLECTING CHILDREN

- **What if I am late in collecting my child?**

There is a late collection fee payable. This will be a fine of £5.00 for the first five minutes, then £1.00 for every minute thereafter.

NOTICE

- **What notice do I need to give STEP Zone, if I no longer want my child to attend?**

Two weeks' notice is required, in writing to the OSS manager when withdrawing your child from any of our clubs.

- **What happens if I do not give proper notice?**

You will be liable to pay a week's fees in lieu of notice.