

Lancaster Lane Stoppers After School Club And Breakfast Club



Payment Policy

Invoices

Invoices are distributed by ParentMail at the beginning of each month and payment must be made in full within 5 working days of receiving the invoice.

Payments can be made by online bank transfer (Lancaster Lane School; Sort Code 01-05-14; Account Number 37285629; please use your child's name as the reference), cash, cheque (payable to Lancaster Lane School Stoppers), or via e-childcare vouchers.

For further details regarding payments please contact Mrs Julie Clayton (Bursar) at the Lancaster Lane School office.

Cancellations

One week's written notice is required when withdrawing your child from Stoppers After School Club and / or Breakfast Club.

Parents/carers/guardians will be invoiced up until the last attendance at the Club(s) and payment must be settled before leaving.

Refunds

Refunds are not given if a child is unable to attend Stoppers After School Club and / or Breakfast Club for any reason including sickness, holiday or participating in school competitions.

One Off Attendance

If you require a place for a 'one off' session at either Club, payment must be made before your child can attend Stoppers After School Club or upon arrival at Breakfast Club.

Unpaid Invoices

Please refer to the school's Debt Management Policy for the school's procedure for invoices not settled on time.

Manager: Mrs Alison Knight Telephone: 01772 433641 (Ext. 3) E-mail: a.knight@lancasterlane.lancs.sch.uk

PLEASE NOTE THAT LATE PAYMENT WILL RESULT IN YOUR CHILD'S PLACE BEING WITHDRAWN FROM THESE CLUBS