

RAINBOW OUT OF SCHOOL CLUBS LTD

Payment Terms

March 2018

Breakfast Club and After School Club:

We are updating our payment terms:

ROSC Ltd has a policy of invoicing 3 times per year as follows:

Terms 1 & 2 (September-December) – Invoiced at the beginning of September.

Terms 3 & 4 (January to March) – Invoiced at the beginning of January.

Terms 5 & 6 (April to July) – Invoiced at the beginning of April.

Invoices are emailed out as early as possible so that families can plan payments.

Payment Plans:

We accept the following payment plans:

- 1.) Payments to be made in full – as per invoice.
- 2.) Payments can be made in instalments and spread out over the number of months that the invoice period is for:
Each instalment must be made at the beginning of each month or soon after.
- 3.) Payment can be divided into 2 instalments. The first payment to be made at the beginning of the invoicing period and the second half-way through the invoicing period.
- 4.) Please note, Payments must not be paid in arrears under any circumstances.
- 5.) If payments are not made as stated above (1-3) then we reserve the right to cancel childcare places.

Procedure for Cancellation of Places due to non-payment:

- a. An email requesting payment will be sent followed by a phone call.
If there is no response and if payment is not forthcoming or a reasonable plan put in place a letter will be sent cancelling the childcare place(s).

- b. Childcare places will only be re-instated if full payment is made for the invoice period.

Childcare Vouchers:

Many of our families choose to pay using Childcare Vouchers. We accept all Childcare Vouchers. Vouchers are to be set-up monthly and we must be advised if they are cancelled for any reason.

Please ask the Rainbow Office for our Provider number which is linked to the Childcare Voucher Provider your Company use.

School Closures:

In the event the school site is closed/closes early, for example due to adverse weather or any other reason we aim to be as flexible as possible. Usually an additional breakfast or afterschool club session can be taken in lieu of any sessions missed due to bad weather or school closure.

Deductions are not made except in exceptional circumstances and are looked at on an individual basis.

Non-Attendance:

In the event that your child(ren) does/do not attend breakfast/after school club for any reason, such as: holiday/sickness/appointments/tea with a friend or any other reason, please note that these sessions will still need to be paid for as they are your contracted places.