

Payment Procedures

After School Club

LOPC accepts payment on a daily, weekly or monthly basis, but must be paid in advance, in the case of monthly payments by the 15th of the month. Payment will be expected for all absences.

In the case of holidays fees may be waived if the centre is notified in writing at least two weeks prior to absence. Any bills not paid by the end of the month that require a reminder will incur an admin charge of £10 for each reminder.

If a child is unable to attend on a specific day they may be able to transfer their session to another day within the same month providing there are spaces available. Payment for additional sessions must be made prior to attendance.

Holiday Payments

A non refundable deposit of 50% is required when any booking is made. The balance is payable on the first day of attendance for each week.

Payments can also be made by installments provided that payment has been made in full before your child attends.

Methods of Payment

Payment can be made by Credit or Debit Card, Cheque (with guarantee card), or cash. As an Ofsted registered group (226869) we also accept childcare vouchers.

Non Payment of Bills:

If, following previous letters and phone calls LOPC has not received outstanding payment for the After School Club or the Holiday Scheme then the debt will be passed to the Cash Protection Agency Ltd who will arrange for the recovery of the debt. There will be additional charges of a minimum of £30 extra added to the bill as commission to the Cash Protection Agency. Any additional court fees and statutory daily interest as imposed by the Court will be added to the final debt payable to LOPC.