



City Kids Playcentre
c/o Our Lady and the English Martyrs
The Catholic Rectory, Hills Road, Cambridge CB2 1JR
Tel: 07565 975 946 Email: citykidsplayleader@gmail.com

7:30am - 9:00am and 3:15pm - 6:00pm

PAYMENT POLICY

(Amended 20th February 2010)

City Kids Playcentre is managed by a small group of parents on behalf of all the parents who access the club and this management committee has legal obligations. We are a registered charity and committee members are therefore trustees with financial liability.

To protect this small group of parents (the committee), we have formulated a payment and booking policy that will go towards protecting them and securing the income of the club.

- The preferred booking option is that parents commit to set days every week. If you collect early or choose to miss the odd day or your child is sick, you must still pay for the sessions
- Any permanent alterations or cancellations should be discussed with the playleader and four weeks' notice in writing given
- One-off changing will still be chargeable, even with notice
- You will be given a detailed bill for the forthcoming half term by the end of the first week
- Payment must be received by the end of the second week
- We are happy to accept childcare vouchers – the City Kids reference is P20004457
- We will give you a receipt upon payment
- Late payment of four weeks or more into the half term, will incur a penalty charge of £10 per child