



(Doc 3)

INCOME and BAD DEBT AGREEMENT

After School Club Copy

This Income and Bad Debt Agreement has been drawn up by the legal department of Liverpool City Council and is in line with their recommendation, to be adopted by all out of school providers.

As we now operate a cashless system, staff who are on duty in the After School Club cannot accept any form of payment.

Payments will be recorded within the Parent Pay system on a weekly basis and this will then be reconciled with the After School Club Payments. You can view your payments and charges via the online parent pay system.

Parent Pay will be used to monitor fees and payments and record the number of sessions booked for that week.

Parents/Carers cannot continue to access Barlows After School Club if there is a continued issue with non-payment of fees. Please see the enclosed Debt Policy.

I have read and understood the Income and Bad Debt Agreement and Pricing Policies and agree to pay Barlows Primary School Club as stated in the written Contract. I am aware the school reserve the right to withdraw my child's place if I do not keep up the payments.

Signed: _____

Print name: _____

Relationship to child: _____

Date: _____

Please note the school office phone will be switched to answer phone mode at approximately 4:30pm and will not be monitored until the following morning.

In the event of an emergency please contact the After School Club mobile number below.

**After School Club Mobile No: 07955 823 420
School Office Phone No: 0151 525 2751**