



Loxdale Primary School, Dudley Street, Bilston, West Midlands, WV14 0LA

Dear Parents/Guardians,

We hope this letter finds you and your family well. We are writing to inform you of an upcoming change to the fees for our breakfast and after-school provision services which will take effect on Monday 28th April 2025

Breakfast Club:

The cost of the breakfast club will increase to £3.75 per session.

Tea Time Club

The cost of the after-school club will increase as follows:

- One hour session £6.50
- Two hour session £8.50.

External collections

The cost of the after-school club will increase to £10.50

We understand that any increase in fees may cause concern, and we want to assure you that this decision was not taken lightly. The adjustment in pricing is necessary to ensure that we can continue to provide high-quality care, enriching activities, and a safe environment for your children. The increase will also help us cover the rising costs of food, staff wages, and resources.

If you have any questions or concerns regarding the fee increase, please do not hesitate to contact us. Thank you for your understanding and continued support.

Leanne Flitcroft

Director MCS LTD



Unpaid Fees Policy

We accept various forms of payment for our sessions including cash, card/contactless and a secure payment link via zettle, we are also registered with Tax free childcare and childcare voucher schemes.


Our flexible booking makes us very popular as we are parents, we understand that sometimes plans change and therefore so can your childcare needs. Online booking forms are available for weekly, monthly and termly sessions.

As we are an OFSTED registered setting we have welfare requirements we are required to meet by law to enable us to operate effectively, this includes staff to child ratio. To ensure we are meeting these requirements we arrange our staffing based on how many children we have attending each session.

Whilst we will endeavour to do our best to accommodate any changes as you need to make to your booking, as you can appreciate it does take time. We will therefore need to be notified by 12pm on the day of the change to your booking session for fees to be carried over. Any changes made after 12pm may result in you being charged for that session.

In our terms and conditions it states that all sessions need to be booked and paid for in advance.

As you will be aware we are a small family run business who rely heavily on all childcare invoices being paid on time. Failure to receive payments on time impacts heavily on our running costs.



If you are having problems paying your child care invoice, please contact us immediately.

Failure to pay your fees on time will result in a late payment fee of £5.00 per session and your account with MCS LTD will be placed on hold. We will not process any booking forms until all outstanding fees have been cleared. We will also notify the school your child attends that your child will be unable to attend our setting.

If your account is not settled within 30 working days, interest will be added daily of 5% above the Bank of England's base rate.

Once the outstanding amount is cleared all future bookings will need to be booked and paid for in advance of your first session. **We will not accept any last minute bookings.**

We will seek legal advice and take action accordingly.

This may entail court proceedings where you may also be responsible for the court costs and legal fees.

Alternatively we may contact a certified bailiff company to recoup our loss of money.





Late Collection Policy

We have unfortunately had some issues with late collections and have therefore made some changes to our late collection policy.

Our sessions end at 5:30pm and children must be collected by this time.

Our late collection is now £5.00 per 15 minutes until 6pm.

After 6pm late fees are charged at £1.00 per minute.