



## Admissions and Fees Policy

St Peter's After School Club is registered with Ofsted (registration number: 114411).

We provide after school care for children between the ages of 4 and 11, serving the children of St Peter's Community Primary School.

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week

### Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- ✓ Information regarding availability of places
- ✓ Registration form (includes permissions and our Privacy Notice)
- ✓ Booking form
- ✓ Club Handbook (this contains information about our Admissions and Fees policy, Behaviour policy and Complaints policy)

If a place is available, the parents and child will be invited to visit the club for an induction. The child will be able to attend the Club as soon as the completed forms are received.

If no places are available the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

### Booking procedure

Parents must fully complete the necessary paperwork (registration and booking forms), before their children can attend the club.

### Cancellations/Non -attendance

Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice in writing is required. If you need to change the days that your child attends, we require a month's notice but please contact the Manager and we will try to accommodate such changes wherever possible as soon as possible.

Please remember that we need to know if your child will not be attending the Club for any reason. Even if you have informed the school, **you still need to notify us as the school does not automatically pass this information on to us.** If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

### Temporary bookings

We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be given 48

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hours notice. If notice is not given, the place will still be charged for. Any ad hoc places that are made available for short notice bookings will include a surcharge.

## Fee structure and booking information

Fees are charged at £12.00 per session (3.10pm - 6.00pm)

We offer a reduced rate for siblings of £11.00 per session.

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit/Universal Credit. We can also accept some childcare vouchers and are registered with the Tax-Free Childcare scheme. We can only accept childcare vouchers for payment of our extended services after-school club.

- ✓ Fees are payable half-termly in advance.
- ✓ Fees can be paid by Parent Pay. Electronic transfers will be accepted with childcare vouchers.
- ✓ There is a charge of £1 per minute for late collection after 6.00pm, which will be added to the next invoice.
- ✓ Fees are charged for booked sessions whether the child attends or not. The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given).
- ✓ Fees are charged in full when children attend other in-school clubs for part of the session.
- ✓ We offer a £1 discount for siblings.
- ✓ We do not charge for bank holidays and professional training days.
- ✓ Any ad hoc places that are made available for short notice bookings will include a surcharge.

Please ensure that fees are paid promptly. Non-payment for more than one half term may result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the Manager.

This policy was adopted by: <b>St Peter's After School Club</b>
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Date: 23/08/19
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