BLACK HORSE HILL
INFANT SCHOOL

CLUB ADMISSIONS AND FEES POLICY

Approved by Committee 4th November 2020

Approved by Full Governing Body 19th November 2020

Signed A Cowan **(Chair)**

Signed J Morris **(Headteacher)**

Black Horse Hill Infant School

Admissions and Fees Policy for Club

We provide care for children between the ages of 3 and 11, serving the children of Black Horse Hill Infant School and Black Horse Hill Junior School.

We take bookings in advance so that the correct staffing to pupil ratios can be planned for. All children who have a booking form returned before the deadline date will be guaranteed a place for those sessions.

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
- Details of the Admissions and Fees policy
- Registration form, medical form, parent contract, photo permission form, designated adult form
- Booking form

The child will be able to attend the Club as soon as the completed forms and the annual £10.00 registration fee 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 complete the necessary paperwork, ie registration form, contract, designated adult, medical form and photo permission form and pay the annual £10.00 registration fee, before their child can attend the club.

- **Half termly booking forms**:

  Once booked, if a child does not attend for any reason, you will still be charged for this place unless there are exceptional circumstances (as decided by the Club Manager/Headteacher whose decision is final).

- **Temporary booking**:

  We will accept temporary or occasional bookings as long as there are places available. These bookings can be made up to and including the day the booking is required by contacting the Club Manager. If a temporary place has been booked and is no longer required, you will still be charged for this place unless there are exceptional circumstances (as decided by the Club Manager/Headteacher whose decision is final).

- **Changing of a booked date**:

  We will accept changes in dates for bookings made e.g. swapping a day for another day, as long as there are places available on the newly required date. Changes to a booked date can be made with no additional charge applied.

- **Absence from school** :

  If a child is absent from school on a day they are due to attend Club, you will not be charged for that session if the Club Manager is notified on the day the child is due to attend by the parent/carer. A credit for the session(s) will be carried forward to the next half term.

Fee structure

Fees are charged at – Breakfast Club £5 a session, After School Club £10.00 a 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. We are also registered to accept free childcare vouchers for pre-school children.

- Fees can be paid by invoice, Tax Free Vouchers or Childcare Vouchers
- There is a charge of £5.00 per child every 15 minutes (after the first 5 minutes) for late collection, which will be added to the next invoice.
- Persistent late collection may result in a child's place at the Club being withdrawn
- Fees are charged for all booked sessions
- We offer a 5% discount for siblings

Payment of fees

Fees are reviewed annually. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the school office at the earliest opportunity. Any queries regarding fees should be directed to the school office.

If fees are not paid, the Local Authority and/or School will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with the school office as soon as possible.

Where there is no explanation for repeated late payment, the Local Authority/School will contact the parents or carers to discuss payment options. The Local Authority/School may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the Club being withdrawn.

If the fees remain unpaid after all the above options have been explored, the Club may have to cancel the child's place.

Individual Circumstances

We are responsive to individual circumstances and the pressures of family life. If any of the above put unreasonable pressure on family life please contact the school office or headteacher to discuss your situation.

October 2020