# Out of School Club – Tushingham CE Primary

# The Honey Pot where we have fun being Busy Bees

# Admissions and Fees Policy

Out of School Club is registered with Ofsted through the school registration. We provide care for 40 children from reception to Year 6, serving the children of Tushingham CE 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
* Details of the **Admissions and Fees** policy
* Registration form, medical form, parent contract, privacy notice, photo permission form, sun cream permission form.
* **Behaviour Management** policy
* **Complaints** policy

If a place is available, 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 complete the necessary paperwork, ie contract, registration, medical, privacy notice, photo permission form and suncream form before their children can attend the club.

* **Permanent place**:

Once booked, if a child does not attend for any reason, you will still be charged for this place.

* **Temporary booking**:

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 hours notice. If notice is not given, the place will still be charged for.

## Fee structure

Fees are charged at:

Before School 7:45am-8:45am £5:20

After School Club 3:20pm-4:20pm £5.20

4:20pm-5:20pm £5.20

5:20pm-5:50pm £2.60

This will include fruit in the first hour and a further snack in the second hour.

If a child attends The Honey Pot after an After School Club (eg forest schools, football etc), ie the second session up to 5.20pm, it will cost £5.20 or to 5:50pm will be £5.20+£2.60= £7.80.

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 are also registered to accept childcare vouchers and with the Tax-Free Childcare scheme.

* Fees are payable in advance
* Fees can be paid by ParentPay.
* There is a late collection charge: 1-15minutes - £10, 16-30 minutes £20, which will be added to the next invoice
* Fees are charged for booked sessions whether the child attends or not

## 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 manager at the earliest opportunity. Any queries regarding fees should be directed to the manager.

If fees are not paid, the Club 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 manager as soon as possible.

Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The manager 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.

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.74]*