



**WHEATFIELDS**  
Primary School

<b>Policy</b>	<b>KIDS CLUB</b> <b>Admissions and Fees Policy</b>
<b>Ratification date</b>	<b>8<sup>th</sup> February 2017</b>
<b>Next review date</b>	<b>February 2018</b>
<b>Signatories</b>	 <b>Head Teacher</b>  <b>Chair of Governors</b>

## **Wheatfields Kids Club**

### **Admissions and Fees Policy**

**As an Ofsted Registered provider, we are able to accept the childcare element of the Working Tax Credit. Our Ofsted number is 131197**

The Club can accommodate up to 45 children. The Club will accept children between the ages of 4 and 11 who are on roll at Wheatfields Primary School. In some circumstances the club may be able to offer places to pupils of other local primary schools.

The Headteacher will always strive to provide places but there may be times when places are full and the Club has a waiting list.

#### **Registration**

When a parent/carer contacts the Club enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, and informed of whether there is a place available for their child.

The child and their parent/carer will be invited to visit the Club and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign a Registration to confirm their child's place.

#### **Booking Places**

On registration, parents will be provided with a Booking Form. Parents are requested to complete booking forms, in advance, on a half termly basis indicating the sessions they wish their child(ren) to attend. Places will be allocated subject to availability. There will be no charge for absence due to illness. Parents will be charged for all other missed sessions for which less than 7 days written notice is given.

Last minute bookings will be accepted subject to place(s) being available.

It is vital that parents/carers notify the Club in advance about the places needed. Children who have not been booked in will not be able to attend the Club and will remain in the care of the school.

#### **Fees**

The Club's fee structure is as follows:

Term time	School Holidays & closure days
Morning session 7.30 – 8.45 = £3.50 Breakfast = 80p	Up to 5 hours £15.00 (minimum charge) Over 5 hours £21.00
Afternoon sessions 3.00 – 4.00 = £3.50 3.00 – 5.00 = £6.00 3.00 – 6.00 = £8.00 Tea = £1.50	Breakfast = 80p

### **Additional Fees for late collection**

An additional fee will be charged if parents do not collect their child at the end of a booked session. Charges are as follows:

For children booked from 3-4pm or 3-5pm, the following hour's charge will apply. If parents do not collect their child until after 6pm, which means that staff will have to work late, a charge of £10.00 per 30 minutes or part thereof will be made. If a parent is late in collecting their child after 6pm on more than two occasions within one half-term, a letter will be sent reminding them of the closing time of the club. If late collection continues, a second letter will be sent to inform parents that the child's place will be withdrawn for at least one calendar month.

### **Payment of Fees**

Parents are requested to pay for all bookings in advance. Payment can be made online through [www.schoolgateway.com](http://www.schoolgateway.com) or by cash or cheque at the Club or School Office. In addition to this, Childcare Vouchers are also accepted.

The level of fees will be set by the School's Governing Body and reviewed annually. Parents/carers wishing to negotiate this or any other alterations to the standard fees policy should arrange a meeting with the Headteacher at the earliest possible opportunity.

If the fees are not paid on time, the Club will notify the parent/carer in writing and request payment at the earliest possible opportunity.

Parents/carers are encouraged to speak to the School's Financial Administrator if they have any query about the fees policy. If, for any reason, parents are likely to have a difficulty in making a payment on time they are strongly advised to arrange a meeting with the School's Financial Administrator at the earliest possible opportunity, to avoid jeopardising their child's place at the Club. Continued late payment may result in a formal warning being issued to the parent/carer. If all options have been explored and the fees are not paid the Club may be forced to terminate the child's place and seek payment through the small claims court.

### **Waiting List**

To ensure that admissions to the Club are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a place available, the Club's waiting list procedure will be explained and activated on the parent/carer's behalf
- Parents/carers will be encouraged to submit their request for a place for their child to the Club in writing. The details of this request will be placed on the waiting list, in the order in which they are received.
- The waiting list will be kept and used on a 'first come first served' basis. The Club will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Club.
- When a vacancy at the Club becomes available, the Manager will contact the parent/carer highest up on the waiting list.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next child on the list will be contacted.