



## St Stephen's Juniors After School Club

### Admissions and Fees Policy

After School Club is registered with Ofsted; our registration number is 150821. We provide care for children between the ages of 7 and 11, primarily serving the children of St Stephen's Junior 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, booking form, privacy notice, photo permission form
- Club Handbook

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, i.e. registration, privacy notice, booking and photo permission forms, 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. If you wish to cancel the place altogether, one month's notice in writing is required.

##### • 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 £10.50 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 are also registered to accept Kiddivouchers and with the Tax-Free Childcare scheme.

- Fees are payable in advance
- Fees can be paid by cheque, childcare vouchers, or via Arbor
- There is a charge of £2.50 per every 15 minutes for late collection
- The club charges a registration fee of £15 per child the first time they attend the club
- Fees are charged for booked sessions whether the child attends or not

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 email 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.