



Admissions and Fees Policy

CLUB CLASS is registered with Ofsted; our registration number is 119363. We provide care for children between the ages of 4 and 11, only serving the children of Cop Lane C E Primary School.

Places are offered on a first come, first served basis. When all the places have been filled, a waiting list will be established.

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, booking form, privacy notice, photo permission form
- **Behaviour Management** policy
- **Complaints** policy
- **Club Handbook**

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 complete the necessary paperwork, ie contract, registration, medical, 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 per child, 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 childcare vouchers and with the Tax-Free Childcare scheme.

- Fees are payable monthly/termly in advance
- Fees can be paid by bank transfer or childcare voucher vouchers. Please speak to the manager if you need to pay in any other way.
- There is a charge of **£10 every 30 minutes for late collection**, which will be added to the next invoice
- Fees are charged for booked sessions whether the child attends or not without 48 hours notice. Exceptional circumstances can be discussed with the manager.

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 contact 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.

This policy was adopted by The Governing Board	Date: Autumn Term 2023
To be reviewed: Autumn Term 2024	Signed: <i>I. P. Ashmore</i>

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2023)*:
Safeguarding and Welfare Requirements: Information and records [3.74]