

ASK CLUBS

23. Admissions and Fees Policy

ASK Clubs is registered with Ofsted; our registration number is EY483684. We provide care for children from Reception to Year 6 between the ages of 4 and 11, primarily serving the children of The Blue School and St. Mary's 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
3. Children of The Blue School or St. Mary's School
4. Children living in the area attending other schools
5. Sibling of children who live in the area attending other schools

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, 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, i.e. contract, registration, medical, 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 £8.00 for the Breakfast Club and £16.00 for the After School Club.

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 childcare vouchers from all childcare voucher companies.

- Fees are payable half-termly in advance for children who attend on a regular basis or at the end of each month for children who attend on an ad-hoc basis.

- Fees are paid by internet banking transfer
- Charges may be made for late collection, 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. ASK Clubs will consider requests for variation to payment terms on an individual basis. Anyone making these requests, and any queries regarding fees, should contact the Registered Provider/Owner at the earliest opportunity.

If fees are not paid, we 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 Registered Provider/Owner as soon as possible.

Where there is no explanation for repeated late payment, we will contact the parents or carers to discuss payment options. We 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, ASK Clubs may have to cancel the child's place.

This policy was adopted by ASK Clubs	Date: 01/09/20
To be reviewed: 01/09/21	Signed: Mark Hinton Stewart

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*