

Admissions and Fees Policy

Olveston Out of School Club is committed to providing a fair and open admission system that offers a competitively priced and good value service. Priority for places will be given to children from Olveston Primary School. Children will be accepted from other local primary schools if there is availability.

Admissions

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

If a suitable place is available the parent/carer and, where possible, the child 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 the *Admissions Form* to confirm their child's place.

Parents/carers will also be asked to complete and sign the *Emergency Medical Treatment Form*.

Once the admission is secure, the parent/carer concerned will be contacted to arrange a date for the child's first session at the Club.

Parents sending children from other schools will be required to make suitable transport arrangements from their child(ren)'s school to Olveston Primary School, once a place has been secured.

Waiting List

To ensure that admissions to the Club are offered on a fair 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 suitable one available, the Club's waiting list procedure will be explained and then activated on the parent/carer's behalf.
- Parents/carers will be required to complete an *Application Form* indicating the days they wish their child to attend. The details of this request will be placed on the waiting list, in the order that they are submitted.
- The waiting list will be kept and used on a 'first come first served' basis with priority given to pupils attending Olveston Primary School. 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 parent/carer whose child is suitable for the place and is highest up on the waiting list will be contacted.

- If that parent/carer still wishes to take up the place for their child, they will be asked to complete the *Admissions Form* and follow the remaining steps of the admissions procedure outlined above.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

Fees

The Club understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Club, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the Club Managers and reviewed annually. The full fee per session (3.30pm until 6pm) is currently **£7.60**. There is a current reduced rate of £5.10 for a short session until 4.45pm. An agreed increase in session length is charged at £2.80.
- If there are more than two siblings attending the club, each additional sibling will be charged at half the booked rate. ie for a full session £3.80
- Payment of fees should be made monthly, on an agreed day prior to the start of the month in question. Alternative payment arrangements may be considered following consultation. Childcare vouchers will be accepted with prior notice.
- If there is availability, children may attend the Club on a more casual basis (giving prior notice by noon on day at the latest) providing there is an appropriate ratio of adults to children. This would incur an additional charge of **50p per session**. Occasional users would need to have been pre-registered and a £10 deposit paid in advance.
- Children attending the club regularly, but varying session days/times/lengths are classed as **Ad-hoc users** and this constitutes the additional charge of 50p per session.
- **All payments are non-refundable, and child absences and holidays taken within term-time are to be paid for.**

Late Payment

- 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.
- The Managers of the Club have the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Club being forfeited.
- If fees are paid persistently late or not at all with no explanation, the Club will be forced to terminate that child's place. Under exceptional circumstances, the Club Managers may agree to allow the child to continue attending the Club for the remainder of that week.

Olveston Out of School Club

Cath Purchase, Helen Day

- **Late collection of children will incur a fine of £3.10 per child** and persistent offenders may jeopardise their child's place at the Club.
- Parents/carers are asked to give 2 weeks notice if they no longer require a place for their child at the Club.
- Parents/carers are encouraged to speak to a member of staff or the Club Managers if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.

Club Managers:

Helen Day (admissions) Tel: 01454 619782

Cath Purchase (finance) Tel: 01454 620214

January 2008