

LYDIARD MILLICENT AFTER SCHOOL CLUB

LYDIARD MILLICENT C OF E SCHOOL, THE BUTTS, LYDIARD MILLICENT, SWINDON SN5 3LR
TELEPHONE: (01793) 772981

Admissions and Fees

Our Club is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare vouchers.

Admissions

When a parent/carer contacts the Club enquiring about a place for their child, they will be given all the relevant information they require and will be 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 registration form to confirm their child's place.

Parents/carers will also be encouraged to complete and sign the Emergency Medical Treatment Section.

Once the admission is secure, the Manager, or a designated member of staff, will contact the parent/carer concerned to arrange a date for the child's first session at the Club.

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 suitable one available, the Club's waiting list procedure will be 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 that they are submitted.
- 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 whose child is suitable for the place and is highest up on the waiting list.

- If that parent/carer still wishes to take up the place for their child, they will be asked to complete the registration 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 and their name will be removed from the waiting list.

There is no charge for placing a child on the waiting list.

Regular Booking 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 Registered Person and reviewed annually in the light of the Club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant

There will be a nominal sum charged per year as a membership fee to the club, currently £5.00

Invoices for the term will be issued prior to the first week of the term to which they correspond.

- Payment of fees should be made within the first two weeks of each term by cheque, cash, childcare voucher, standing order or direct debit. Individual payment arrangements can be negotiated between the Manager and parents/carers if necessary before the beginning of the term in which they are due. A charge of £10.80 per week will be levied for all payments made after this period.

- The Club will be sympathetic to requests for daily payment. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Manager 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.

- The Manager has 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 Manager may agree to allow the child to continue attending the Club for the remainder of that week.

- Parents/carers are encouraged to speak to the Manager 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.

Two weeks notice is required in writing if you wish to cancel your child's sessions at the club either temporarily, going on holiday for example, or permanently. Full fees will be charged for any shorter notice period or no notice period.

The fees paid correspond to a particular session in a particular week, therefore there is no obligation on the club to swap a child's session to another day because he/ she cannot attend their session.

If a child is collected late, either after 4pm, 5 pm or 6 pm depending on what session they have booked they will be charged a late collection payment. This is currently £8.00 for the first 15 minutes then this increases to £10.00 per 15 minutes after that. There is a facility to book extra hours of childcare between 4pm until 6pm with short notice for the standard hourly charge which is considerably cheaper than the late collection charge.

In the case of closure of the club because of an emergency, eg: illness, lack of facilities or inclement weather, fees will not be refunded for closures of up to a week (5 days). After this period, the Committee will meet to review the situation and to assess how long the closure might continue. This does not imply that fees will be refunded for closures that are longer than a week.

All regular sessions must be booked before 6pm on the last day of the term before the term required. Any sessions booked after this will be charged at the ad hoc rate.

It is presumed that all regular bookings will continue from one term to the next unless we are informed otherwise and there is no need to rebook regular sessions every term

Ad Hoc Booking Fees

The club offers ad hoc bookings chargeable at £15.00 per session if any sessions are not fully booked and children do not have other sessions regularly booked. There is no availability to book hourly, only 3-6pm.

Parents that book regular sessions can book 2 ad hoc sessions per child at their normal rate every term (6 terms a year).

Late collection charges will still apply as above.

Signed:

Print name: Adam Palmer

Position: Chairperson

Date: 24.1.2018

Date of next review: 24.1.2020