

## **Admissions and Fees Policy**

From 1<sup>st</sup> September 2021

At Summerseat Smilers Before and After School Club we provide care for children between the ages of 4 and 11, serving the children of Summerseat Methodist Primary School.

### **Registration**

When an enquiry regarding places is made, parents/carers will be given all the relevant Club information, including:

- Information regarding availability of places.
- Details of the Admissions and Fees Policy.
- Contract of Agreement.

If a place is available, the parents/carers 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 parents/carers will be informed and the child's name added to the waiting list. As soon as suitable places become available parents/carers will be informed.

### **Booking procedure**

Parents/carers must complete the necessary paperwork, e.g. Contract of Agreement, before their children can attend the Club.

### **Permanent place**

Once booked, if a child does not attend for any reason, payment for the place is still required. There is a 2 week notice period if a place is no longer needed.

### **Fee structure for pre-booked sessions (made via the online pre-booking system);**

Fees are charged per child, per session:

- Breakfast session 7:45 – 8:50am £4.50\*
- Afternoon session 1 3:20 – 4:30pm £4.50\*
- Afternoon session 2 4:30 – 5:30pm £4.50\*

*\* We are able to offer a sibling's discount of 50p per session (i.e. First child £4.50 all subsequent children £4.00).*

The Club recognises that childcare can be costly, so we encourage eligible parents/carers to claim the childcare element of the Working Tax Credit. We are also registered to accept childcare vouchers and are working towards being able to accept tax free childcare (after Easter 2021) as methods of payment for fees.

- Fees are payable in advance.
- Fees can be paid by BACs transfer or childcare vouchers only.
- There is a charge of £5.00 per 15 minutes for late collection.

- Fees are charged for booked sessions whether the child attends or not, unless other arrangements have been made with the manager.

**Fee structure for ‘ad hoc / casual’ booking requests made once the booking period has closed;**

- All sessions which fall under ad hoc bookings will be charged at £6 each\*.  
\*all sessions which are made after the booking period has closed will be considered ‘ad-hoc or casual’.

**Payment of fees**

Fees may be reviewed at any time but parents/carers will be informed of any revised fees in advance of them taking effect. If parents/carers do not wish to pay the increased fees, they can terminate their contract by giving 2 weeks’ notice.

If fees are not paid, the Club will contact the parents/carers, requesting payment. If the parents/carers are having difficulty making the payment on time we recommend that they arrange a meeting with the manager as soon as possible.

We may suspend the provision of childcare if parents/carers fail to pay any fees. If within 2 weeks of suspension, fees are still outstanding, we reserve the right to terminate the provision of childcare.

<p><u>This policy was adopted by:</u> Summerseat Smilers</p>	<p><u>Date agreed:</u> 20<sup>th</sup> July 2021</p>
<p><u>To be reviewed:</u> March 2022</p>	<p><u>Signatures:</u> Club Manager: Headteacher:</p>