



## **Early Bloomers After School Club**

### **Admissions and Fees Policy**

Early Bloomers After School Club is registered with Ofsted - Registration number EY539899.

We provide care for 100 children between the ages of 4 and 11, primarily serving the children of Harris Primary Academy School.

Completed registration and consent forms need to be handed in prior to child's first day.

Places are offered on a first-come first-served basis, and we will strive to be flexible to meet parental's requests as quick as possible. When all places have been filled, a waiting list will be established, giving priority to the following:

1. Places will be allocated first to those children whose age/year corresponds to the places available in each group.
2. Siblings of children already attending the club on the day the space becomes available

Expansion to include other schools will be at discretion of the manager subject to availability of the staff to provide a safe pick-up service.

The management reserves the right to offer places selectively and or give priority to families and children in the following circumstances

- a) If it is felt the club has an imbalance in ages/sexes of children attending or that the club does not reflect the cultural or racial mix of the area, and the school, we serve.
- b) Special needs and disabilities. If the club feels there is a danger to a child without access to the service or where a child has a particular need to use the service as a result of a disability i.e. physical/learning difficulty/language or refugee status.
- c) To children of key workers from any school

### **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 induction. The child will be able to attend the Club as soon as the completed forms are received.

If no places are available, the child's name will be added to the waiting list.

If a place is offered but it is not taken, as not convenient to the parents, the name of the child can remain, but placed down to the bottom of the waiting list.

However, due to a high demand, we are not in the position to guarantee that a place will still be available at the time convenient to the parents.

If a place is being offered, but we are unsuccessful at contacting the parents via phone, text and email, the name of the child will be automatically deleted from the waiting list.

In the event the child's name is on the waiting list, but a place is no longer required, we kindly invite parents to inform us immediately to simplify the administration of the waiting list.

For children joining the reception class, application will be open after the parents have received space confirmation from the child's school.

### **Booking procedure**

Parents must complete the necessary paperwork, as specified above, 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, four Weeks's term time 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 it 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**

Booking Administration fee of **£25.00**

Fees are charged at **£7.00** x session Breakfast Club (7:30AM - 8:30AM)

**£13.50** x session After School Club (3:20 - 6:00PM)

**£17.00** Extended ASC until 6.30PM, if pre-booked.

The extended session can be booked at later stage for further **£10.00** - 48 hours before the day required.

Last day of term, Early Bloomers will open as soon as the school classes finish, usually at 1:30PM. A charge of **£5.00** is applied to early finish day for all children attending.

We encourage eligible parents or carers to claim the Tax-Free Childcare available from the Government's website: <https://www.gov.uk/tax-free-childcare>

We are also registered to accept childcare vouchers from Computershare voucher scheme, Edenred, Kiddie vouchers ltd, Care 4 Vouchers and many more.

- Fees are payable beginning of each term in advance
- Fees can be paid by electronic transfer
- There is a charge of £1 for every minute you are late, which can be paid in cash at pick up time
- Fees are charged for booked sessions whether the child attends or not.
- An admission fee of £15.00 may be charged in the event of
  - Debt recovery
  - Any work above the usual day work such as allocation of space at short notice
- In unforeseen circumstances or events that are out of the club's control that require the breakfast and after school club to close, fees will be payable.

## Payment of fees

Fees are reviewed annually. Any queries regarding fees should be directed to the manager.

Where there is no explanation for late payment, the manager will contact the parents or carers to discuss payment options. Late payment fee will apply. 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.

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| This policy was adopted by Early Bloomers After School Club on 12/09/2014 | Review date: August 2025   |
| To be reviewed: Yearly                                                    | Signed: Mrs Talvinder Kaur |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (DfE, 2023): Safeguarding and Welfare Requirements: Information and records.*