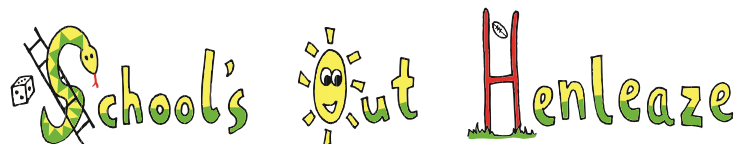


## **Admissions and Fees**



**School's Out Henleaze 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 support eligible parents/carers to use Childcare Voucher Schemes as a method of paying for the After School and Holiday Childcare.**

### **Admissions**

When a parent/carer contacts the scheme enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, informed of whether there is currently a suitable place available for their child. The family will be asked to complete the registration process on iPal.

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. In the case of reception children a home visit may be arranged.

By accepting the place, or being placed on the waiting list, 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 register on iPal, which also contains the permission for emergency medical treatment.

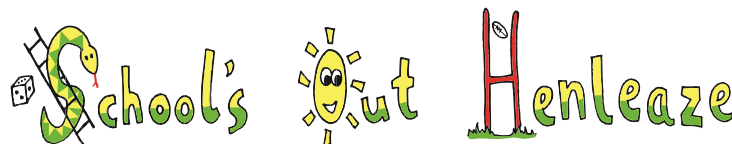
To cancel booked place(s) we require four weeks' written notice. Email is adequate.

### **Waiting List**

To ensure that admissions to the Scheme 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 schemes waiting list procedure will be explained and then activated on the parent/carer's behalf.
- 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 Scheme.
- When a vacancy at the Scheme becomes available, the Administrator will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.
- 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.

## Admissions and Fees



### **Fees**

The scheme 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 Scheme, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the Committee and reviewed annually in the light of the scheme's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant
- Payment of fees should be made termly in advance as invoiced, or monthly by arrangement (when paying via childcare voucher scheme). Individual payment arrangements will be negotiated between the administrator, treasurer, and parents/carers.
- In cases of Financial hardship, the scheme will be sympathetic to requests to negotiate this or any other alteration to the standard fees policy however parents/carers need to arrange this in advance on discussion between the administrator or the debt liaison committee member.
- If the fees are not paid on time, the club will notify the parent/carer in writing once and request payment within fourteen days of notification. **If a second reminder is required, this will incur a late payment fine of £20.**
- The Chair 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 /rens place /s at the scheme being forfeited.
- If fees are paid persistently late or not at all with no explanation, the scheme will be forced to terminate that child's place.
- Parents/carers are encouraged to speak to the administrator or member of the committee 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 scheme.