



Culham After School Club

Policies and Procedures

Admissions and Fees

Culham After School 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 element of the Working Tax Credit. We will promote the use of 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 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 Child Information & 'Permissions' Form to confirm their child's place.

Once the admission is confirmed, the owner, 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. At this stage, the provisions of the Settling In policy will operate.

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 explained and then activated on the parent's/carer's behalf.
- Parents/carers will be encouraged to submit their request for a place for their child to the Club in writing.
- 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.



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- When a vacancy at the Club becomes available, the Club will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list. In addition to this the Club may consider the following:
 - Extenuating circumstances affecting the child's welfare or his/her family.
 - Children of siblings who are already attending the Club.
- If that parent/carer still wishes to take up the place for their child, they will be asked to complete the Child Information & 'Permissions' 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 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 fees strategy.

- The level of fees will be set by the Owner 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
- Payment of fees should be made termly, on an agreed day prior to the start of the term in question. Individual payment arrangements will be negotiated between the Owner and parents/carers.
- 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 Owner 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.
- The Owner reserves the right to take legal action, if necessary, to recover any outstanding payment.
- 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



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Owner may agree to allow the child to continue attending the Club for the remainder of that week.

- Parents/carers are encouraged to speak to a member of staff or the Owner if they have any query about the Admissions and 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.

Reviewed August 2016