

# Ghyllside Out of School Club

## Admissions and Fees Policy

Ghyllside Out of School Club registered with Ofsted; our registration number IS EY549849. We provide care for 52 children between the ages of 3 years and 12 years, primarily serving the children of Ghyllside School.

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Children whose parents work at Ghyllside 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, privacy notice, 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 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 parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

### Booking procedure

- All bookings are made through Childcare-online-Bookings
  - <https://ghyllside.childcare-online-booking.co.uk/>
- **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, two weeks' 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 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

Fees are charged at:

Breakfast Club -	£4.00 per session (no reduction for siblings).
After School Club -	£8.00 per session (£7.00 for siblings).
Holiday Club -	£27.00 full day (£25.00 for siblings)
	£17.50 half day (£15.50 for siblings)
	£21.00 'school day 9.00 - 3.00 (£19 for siblings)

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit/Universal Credit. We are also registered to accept many childcare vouchers and with the Tax-Free Childcare scheme.

- Fees are payable half termly in advance
- Fees can be paid by cheque, electronic transfer, childcare vouchers, cash or direct debit
- There is a charge of £5.00 per 15 minutes for late collection, which will be added to the next invoice
- Fees are charged for booked sessions whether the child attends or not unless two weeks' notice is given
- We offer a discount for siblings (please see above).
- The Trustees will give a half term's notice of an increase in fees

**Payment of fees**

Fees are reviewed annually. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the manager at the earliest opportunity. Any queries regarding fees should be directed to the manager.

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

Where there is no explanation for repeated late payment, the manager will contact the parents or carers to discuss payment options. The manager may issue a formal warning to the parent or carer informing them that 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.

This policy was adopted by Ghyllside Out of School Club	Date: 16.09.2020 06.09.2022 27.06.2023 01.09.2024
To be reviewed: 02.02.2026	Signed: Marie-Anne Williamson