



## St Joseph's Catholic Primary School After School Club

### Admissions and Fees Policy

Inspired by the life and message of Jesus, and believing that every child is made in the image of God the Father, Son and Holy Spirit; St Joseph's Catholic Primary School is just like a family, where everyone is welcomed, where everyone is loved, respected and cared for; where everyone is helped to achieve their very best, and where God is at the heart of everything we do.

St. Joe's After School Club is committed to fostering the ethos of the school in the provision of excellent after school care for the children of those families who require it.

Our 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.

#### **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 place available for their child.

If a place is available, the parent/carer and 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 and Permissions Form to confirm their child's place.

Once the admission is secure, the supervisor of the club will contact the parent/carer concerned to arrange a date for the child's first session at the club. At this stage, the provision of the Settling In policy will come into operation.

#### **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 enquiring about a place for their child, a parent/carer is informed that there is not currently one available, the club's waiting list procedure will be explained and then activated on the parent/carer's behalf.
- Parents/carers will be encouraged to submit their request for a place for their child to the Club by completing the Application Form. The details of this request will be placed on the waiting list, in the order that they are submitted.

- 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 for a place to become available. This information will only be an estimate and will not constitute a binding guarantee from the club.
- When a vacancy at the club becomes available, the club supervisor will contact the parent/carer whose child is the highest up on the waiting list.
- If the parent/carer still wishes to take up the place for their child, they will be asked to complete an Child Information and Permissions Form and follow the remaining steps in the admissions procedure outlined above.
- If the parent/carer 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 parent/carers to respect its policy in respect of fees.

- The level of fees will be set by the school Governing Body 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 in advance, in accordance with the payment terms. Individual payment arrangements will be negotiated between the supervisor and parent/carer.
- Parent/carers wishing to negotiate any alteration to the standard fees policy should arrange a meeting with the supervisor at the earliest opportunity.
- If the fees are not paid on time, the club will notify the parent/carer in writing and request payment at the earliest opportunity.
- The supervisor 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 at risk.
- If fees are persistently late, or not paid at all, with no explanation, the club will be forced to terminate the child's place. Under exceptional circumstances, the supervisor may agree to allow the child to continue attending the club for the remainder of the week.
- Parent/carers are encouraged to speak to the supervisor, a member of staff or the head teacher 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. Parent/carers are strongly advised to arrange a meeting at the earliest possible opportunity to avoid jeopardising their child's place at the club.

October 2016