

**HAZELDENE LOWER SCHOOL
CARE CLUB**



Admissions and Fees Policy

Revised Dec 2016

SIGNED DATE.....
CARE CLUB MANAGER

SIGNED DATE

CHAIR OF GOVERNORS

TO BE REVIEWED DECEMBER 2017

Admissions and Fees Policy

Hazeldene Care Club is registered with Ofsted, primarily serving the children of Hazeldene Lower School.

Admissions

Places are offered :

- To children from Hazeldene Lower School.
- To children from year 5 and 6 who have previously attended Hazeldene Lower.
- On a first-come, first-served basis; unless sessions have been previously booked and there are no session spaces available.
- To children whose parent/s work in the school (at no charge).

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, photo permission form (Appendix 1)
- Be referred to the school website www.hazeldeneschool.co.uk/index.htm

The child will be able to attend care 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

Parents must complete the necessary paperwork, ie contract, registration, medical, booking and photo permission forms, before their children can attend the club.

- **Sessions:**
Once booked, if a child does not attend for any reason, parents will still be charged for the session.
- As we have to ensure the correct ratio of staff to children charges will be introduced for pupils dropped off at Careclub but not booked in. These are £9 an hour ie double the normal rate.
- At the end of an evening session if a responsible adult fails to turn up and we are unable to contact any of the named persons on the registration form, we will follow the school procedures for a "left child" (if there is no contact with responsible person within ½ hour, Social Services will be contacted)

Fee structure

Care Club is available from 8.00am to 8.40am in the morning and 3.15pm to 6.00 pm. For children attending in the morning a full hour is charged regardless of any part of that hour taken. For children attending in the afternoon the first hour is charged at the full one hour rate even if only part of that time is taken by the child. Charges of half hours can be made after four thirty p.m. but any part of an additional half hour session taken will be charged as a full half hour.

Fees are charged at £4.50 per hour.

- Sessions fees are payable upon receipt of invoice, or per session in cash if desired.
- Fees can be paid by voucher, cheque, electronic transfer, cash or direct debit.
- **There is a charge of £9.00 for every 15 minutes for late collections after 6.00pm which will be added to the next invoice**
- Fees are charged for booked sessions whether the child attends or not, if twenty four hours cancellation notice is not given.

Payment of fees

Fees are reviewed annually by the Governing Body of Hazeldene School.

Fees will be invoiced on the first day of each month, or the first Monday of the month following a weekend. Payment is due immediately.

Those parents/guardians with fees outstanding after fourteen days will be contacted via text detailing that their account is outstanding and the fees are due.

Those parents/guardians with fees outstanding after thirty days will be contacted via telephone by the care club manager. This telephone call will explain that their child's place is being withdrawn until the outstanding amount is paid. Once payment has been received their child's place will be reinstated.

To be reviewed: DECEMBER 2017

Written in accordance with the EYFS welfare requirements: *Safeguarding and promoting children's welfare and Documentation.*