

Lancaster Lane *Stoppers* After School Club



Admissions and Fees Policy

Lancaster Lane *Stoppers* is registered with Ofsted; our registration number is [EY439482](#). We provide care for up to a maximum 30 children (per session) children between the ages of 4 and 11, primarily serving the children of Lancaster Lane CP Primary School (take 3 year old children from Lancaster Lane's Pre-School- *Early Learners*, only as a sibling of a child already attending *Stoppers*).

Places are offered on a first come first serve basis. Then additional places are offered to the;

1. Siblings of children already attending the club, then
2. New child interest places requested by parent or carer

Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- Details of the **Admissions and Fees** policy
- Registration form, medical form, parent contract, booking form, photo permission form

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 needed but forms must be completed ideally before they attend. Reminder copies will be sent home to complete if not done.

If no places are available the parent will be inform 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.

- **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, one month's notice in verbal or 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 24 hours' notice. If notice is not given, the place will still be charged for and bill sent home with child in school time

Fee structure

Fees are charged at Lancaster Lane *Stoppers*

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 (see manager for details)

- Fees are payable [weekly/monthly]
- Fees can be paid by cheque, electronic transfer, cash, childcare vouchers or direct debit
- Fees are charged for booked sessions whether the child attends or not

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 write to 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 Lancaster Lane <i>Stoppers</i>	Date: 20/11/15
To be reviewed: November 2016	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2014): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*