

Bishop's Tachbrook Out of School Club

Admissions and Fees Policy

Bishop's Tachbrook Out of School Club is registered with Ofsted; our registration number is 200517. We provide care for 50 children between the ages of 4 and 11, primarily serving the children of Bishop's Tachbrook Primary School.

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, which will give places in the order that booking requests are made.

Registration

When an enquiry regarding places is made, parents or carers will be given access to the relevant Club information available via the school website, which will include:

- Information regarding availability of places available by accessing the libacura website
- Details of the **Admissions and Fees** policy
- Registration, medical information, emergency contact details, dietary needs and bookings are completed on the Libacura website
- **Behaviour Management** policy
- **Complaints** policy

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 online registration has been completed and a place booked via the Libacura website. Parents must complete the necessary paperwork, i.e. registration, medical and photo permission sections on the Libacura website before their children can attend the club.

If no places are available the parent will be informed and the child's name added to the automated waiting list. As soon as suitable places become available parents will be informed via automated email.

Booking procedure

Parents can register to use the Bishop's Tachbrook Out of School Club using the link <https://libacura.co.uk/register/bt/>

Once a place is booked via Libacura, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel or reschedule your child's place, please contact the Manager who may be able to facilitate with more than 7 days notice from the date of the booking. All changes or cancellations made within 7 days will be charged and cannot be cancelled under any circumstance.

Fee structure

Fees are charged the following rates:

Breakfast Club from 7:45- 8:45 - £3.50 for the session or part session.

After school from 3:15:

Until 4:30 pm- £5.00

Until 5:00 pm- £7.00

Until 5:45 pm- £8.50

If a child is attending a separate club provided at school:

From 4:30 - 5:00pm - £3.00

From 4:30 - 5:45 pm - £5.00

Holiday Club is charged at £12 for a half day session and £20 for a whole day session with a discount for booking a full week's childcare. The sessions will run from 8:00am -12:30pm then 1:00pm till 5:30pm. For holiday club, a flexi pick up/drop off time over lunch is in operation. This means that the sessions run from 8:30am to 12:30pm then 1pm to 5:30pm. However, parents are welcome to collect or drop off at any time during the lunch half an hour (12:30-1:00pm) without charge. For collection/drop off outside of this time window for Holiday Club you will be charged for the additional session.

For after school club a £1 sibling discount can be applied for each subsequent sibling. i.e. Child one will be charged the standard amount. Child two will be charged a reduction of £1 off the standard amount. Child 3+ onwards will also be charged a reduction of £1 off the standard amount. There is no sibling discount for breakfast or holiday club.

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. We are also registered to accept most childcare vouchers.

A late booking charge will be applied to accounts where repeated late bookings occur. This charge will be £1 per session booked and will be added to your online account.

Fees can be paid by cheque, cash, online payment or childcare voucher. All cash and cheque payments must be paid directly to the school office.

There is a charge of £5 for late collection, which will be added to your Libacura account. A late collection is defined as collection at any point past 5.45pm.

Payment of fees

Fees are reviewed annually by the committee. Any queries regarding fees should be directed to the manager.

Fees become due weekly in advance of the session. Any accounts that are in arrears should be settled as soon as possible but no later than 1 month from the week of the booking.

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 provided for 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 and other measures taken to recoup any outstanding balance.

To be reviewed: Jan 2018	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]*