



Admissions and Fees Policy

We provide care for children between the ages of 3 and 11, primarily serving the children of Heswall Primary School.

We take bookings in advance so that the correct staffing to pupil ratios can be planned for. All children who have a booking form returned before the deadline date will be guaranteed a place for those sessions.

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, photo permission form
- Behaviour Management policy

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, the parent/s 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.

Half termly booking forms:

Once booked, if a child does not attend for any reason, you will still be charged for this place unless 48 hours notice is given. This could include the first two days of an illness. If a child is on a residential activity with the school, there will be no charge for not attending even without notice.

Temporary booking:

We will accept temporary or occasional bookings as long as there are places available. These bookings can be made up to and including the day the booking is required by contacting the school office by phoning 0151 342 7491 or emailing beehiveclub@heswall-primary.wirral.sch.uk . If a temporary place has been booked and is no longer required, the club must still be given 48 hours notice. If less than 48 hours notice is given, the place will still be charged for. This could include the first two days of an illness. If a child is on a residential activity with the school, there will be no charge for not attending even without notice.

Changing of a booked date:

We will accept changes in dates for bookings made e.g. swapping a day for another day, as long as there are places available on the newly required date. Changes to a booked date can be made with no additional charge applied. To officially request that a booked date is changed, please contact the school office on 0151 342 7491 or email beehiveclub@heswall-primary.wirral.sch.uk. Please do not assume that the swap has been accepted until you have been contacted by the office staff.

Fee Structure

Fees are charged at Breakfast Club £5 per session, After School Club £8.50 per session.

A drop off service is available for registered children from 8.20am-school starts for £3.00. Children dropped off before 8.20am must be booked in. If a parent wants to utilise the drop off service before 8.20am there is no guarantee, due to staffing requirements and ratios, that space will be available. If it can be accommodated, the parent will be charged for a full £5 session.

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 free childcare vouchers for pre-school children.

Fees are payable by the date stated on the booking form.

- Fees can be paid by ParentPay, Tax Free vouchers or Free Child Care Vouchers.
- There is a charge of £2.50 every 15 minutes (after the first 15 minutes) for late collection (After 6pm), which will be added to the next invoice
- Fees are charged for booked sessions unless 48 hours notice is given or if a child is on a school residential.

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 Office 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 office 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 Office 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.

Individual Circumstances

We are responsive to individual circumstances and the pressures of family life. If any of the above put unreasonable pressure on family life please contact the Office Manager or headteacher to discuss your situation.

This policy was adopted by Heswall Primary School	Date:
To be reviewed:	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*