



After School Childcare Admissions and Fees Policy



Our After School Childcare is able to care for sixteen children, between the ages of 3 and 11, serving the children of Consett Infant School and Beechdale Nursery School and siblings at Consett Junior School.

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the childcare
2. Those requiring the greatest number of sessions/hours per week

Registration

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

- Information regarding availability of places
- Details of the Admissions and Fees policy
- Registration form, parent contract, booking form
- Behaviour management policy
- Childcare Handbook

If a place is available, the child will be able to attend the Childcare as soon as the completed forms are received.

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 childcare.

- **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 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 childcare must be given 48 hours notice. If notice is not given, the place will still be charged for.

Fee structure

Fees are charged at:

3.15pm – 4.30pm = £6.00

3.15pm – 5.00pm = £7.00

3.15pm - 5.30pm = £8.00

3.15pm – 6.00pm = £9.00

Please note if your child is attending an After School Club as part of the Infant school offer please reduce the payment by £3 for that night.

- Fees are payable one month in advance
- Fees can be paid by ParentPay
- There is a charge of £2 per fifteen minutes for late collection, which will be added to the next invoice
- The childcare accepts childcare vouchers
- Fees are charged for booked sessions whether the child attends or not

Payment of fees

Fees are reviewed annually by the registered person. Any queries regarding fees should be directed to the Administrative Manager.

If fees are not paid, the Childcare 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 Head Teacher as soon as possible.

Where there is no explanation for repeated late payment, the Administrative Manager will contact the parents or carers to discuss payment options. The Administrative 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 Childcare being withdrawn.

If the fees remain unpaid after all the above options have been explored, the Childcare will have to cancel the child's place.

This policy was adopted by Consett Infant School and Beechdale Nursery After School Childcare	Date: June 2017
To be reviewed: November 2018	Signed: