



## Admissions and Fees Policy

Bidbor'Out! is currently being registered with Ofsted; when our registration is complete we will be issued with an Ofsted number and we will inform you of what it is.

We provide care for the children of Bidborough CE Primary School between the ages of 4 and 11.

Places are offered on a first-come first-served basis to ensure transparency and fairness. 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 club
2. Those requiring the greatest number of sessions/hours per week

### Registration

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

- Information regarding availability of places
- Details of the **Admissions and Fees** policy
- Registration form, Medical Disclosure form, Parent Contract, Booking form, Photo Permission form
- **Behaviour Management** policy
- **Complaints** policy
- **Club Handbook**

If a place is available, 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 parents will be informed.

### Booking procedure

Parents must complete the necessary paperwork, i.e. 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, we simply ask you to provide as much notice as possible.

- **Temporary or Ad Hoc booking:**

We will accept 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 reasonable notice i.e. minimum 24 hours. If this notice is not given, the place will still be charged for.

### Fee structure

Fees are charged at £5 per hour or per quarter an hour part thereof.

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 also register to accept many types of childcare vouchers, please let us know which type you'd like to use.

- Fees are payable termly in advance

- Fees can be paid by electronic transfer, or by cheque made payable to 'Breath Of Fresh Air Ltd.'
- Fees are charged for booked sessions whether the child attends or not

### Payment of fees

Fees are reviewed annually by the registered person. 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 guardians 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 withdraw the child's place.

This policy was adopted by: Bidbor'Out!	Date: 6th August 2014
To be reviewed: September 2015	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2012): Safeguarding and Welfare Requirements: Information and records [3.71-3.74]*