

## **Great and Little Shelford CE (A) Primary School Breakfast Club**

### **Admissions and Fees**

The club is registered to take 24 children. The club will only accept children who are currently on role at our school.

Admissions and fees will be managed by Mrs Clare Ward, the School's Finance Secretary and Breakfast Club Administrator. She will always strive to provide places but there may be times when places are full and the club has a waiting list.

#### **Registration**

When a parent/carer contacts the Club enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, and informed of whether there is currently a suitable place available for their child.

If a place is available the parent/carer and, where possible, the child will be invited to visit the Club and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Registration and Medical Form to confirm their child's place.

#### **Booking Places**

It is vital that parents and carers notify the club about the places needed in advance. The club will not accept children turning up or being dropped off at the club without a prior booking.

- Please contact the school office for a booking and registration form.
- Bookings will be taken up to 12 noon of the previous day.
- The fee of £4 per session must be paid in advance. This is non returnable when a child does not attend a booked session.
- There is no annual membership fee to cover administration.
- There is a notice period of 2 weeks for giving up a regular place.
- Regular attendees will be given first chance to re-book their regular days when the new booking form is issued. If spaces are available these will be offered to children on the waiting list.
- When offering available spaces the club will prioritise as follows:
  1. siblings of children already attending on a specific day, on a first come first served basis
  2. existing users booking a place for a higher number of sessions a week, based on number of sessions required and then on a first come first served basis. If siblings apply for more days but cannot all be accommodated together they will be offered whatever place is available but if they turn it down, the place will be offered to the next siblings on the waiting list or if none, the next existing user wanting more days.
  3. Existing users wishing to change the day of attendance on a first come first basis
  4. New bookings on a first come first served basis

- The parent/carer will incur the charge if a cheque bounces.
- Payment can be made online if requested

### **Fees**

The clubs fee structure is as follows

£4 per session - invoices are sent termly and should be settled promptly

Please pay via cheque, cash or the school's online payment system

Childcare vouchers are accepted.

The level of fees will be set by the Governors and reviewed annually in the light of the Club's financial position.

If the fees are not paid on time, the Club will notify the parent/carer in writing and request payment at the earliest possible opportunity.

Parents/carers are encouraged to speak to Mrs Ward (Breakfast Club Administrator) if they have any query about the fees policy, or if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.

If fees are paid persistently late or not at all with no explanation, Mrs Ward (Breakfast Club Administrator) will investigate the matter and discuss different payment plans. The Headteacher will be informed.

The Headteacher has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Club being forfeited.

If all options have been explored and the fees are not paid the club may be forced to terminate the child's place.

### **Waiting List**

To ensure that admissions to the Club are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the Club's waiting list procedure will be explained and then activated on the parent/carer's behalf.
- Parents/carers will be encouraged to submit their request for a place for their child to the Club in writing. The details of this request will be placed on the waiting list, in the order that they are submitted.
- The waiting list will be kept and spaces offered firstly to siblings of children already attending on a specific day, then families booking a place for a high number of mornings a week, the order for those on a first come first served basis. The Club will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Club.
- When a vacancy at the Club becomes available, Mrs Ward (Breakfast Club Administrator) will contact the parent/carer highest up on the waiting list.

If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted