



## OUT OF SCHOOL CLUB: ADMISSIONS AND FEES POLICY

Date of policy:	May 2011	Signed:
		Head Teacher Chair of Governors
Review date:	May 2012	Signed:
		Head Teacher Chair of Governors
Review date:	May 2013	Signed:
		Head Teacher Chair of Governors
Review date:		Signed:
		Head Teacher Chair of Governors
Review date:		Signed:
		Head Teacher Chair of Governors

**At Myrtle Park Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Myrtle Park Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.**



## **Policy Statement**

The Out of School Club exists to provide high quality childcare for the children of Myrtle Park Primary School. It supports the aims and ethos of Myrtle Park Primary School.

The club is open to all children in the school for before and after school care from 7.30 to 8.40 a.m. and from 3.00 to 6.00 p.m. in term time only.

The maximum number of children is currently 32.

The school is accepted by OFSTED for childcare provision and is inspected against OFSTED regulations.

## **Admissions**

Children will be admitted up to the stated limit.

Where there are more children than the available number of places, their names will be placed on a waiting list. When places become available, parents will be notified that a place has become available, with the child whose name has been on the list the longest having the highest priority. If this parent does not require a place, it will be offered to the next child on the list

Parents will be given an information booklet and shown around the club. Children will have induction visits.

Parents must sign consent forms to give permission to administer emergency first aid/ treatment following an accident.

## **Fees**

The fees will be stated on a separate schedule of fees, which will be reviewed annually. There will be a discounted fee for siblings.

Bills will be issued in advance every four weeks on a Monday, with payment expected by Thursday of the same week.

The childcare club meets the government eligibility requirements for childcare tax credits - quote reference 107437.

The club must make every effort to minimise debt. Where parents or carers experience genuine difficulty paying monthly a weekly payment schedule is agreed.

Children cannot be accepted by the club unless payment has been received.

## **Drop Off and Collection**

The doors open at the stated opening time. Children cannot be accepted earlier.

All children must be collected by 6pm. A late collection fee of £1 per minute will be applied from 6pm. This will be added to the next bill. If a child is repeatedly picked up late we may need to ask parents to make alternative arrangements for childcare.

## **Contact Details**

Parent and carers' contact details will be collected on admission and rechecked every six months.

