**After-school Clubs Admissions Policy**

This policy was adopted on 27/07/2022

**Policy statement**

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

**Procedures**

**Registration**

When an enquiry regarding places is made, parents or carers will be given all the relevant After-school

Club information, including:

* Information regarding availability of places
* Details of the **Admissions** policy
* Parents Handbook, including a registration/booking form, Combe After-school Club Home and After-school Club Agreement, and a Child and After-school Club ICT and Screen Time Contract
* **Complaints** policy
* **Privacy** Notice.

If a place is available, the parents and child will be invited to visit the club for an induction. 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 our waiting list. As soon as suitable places become available, parents will be informed.

**Booking procedure**

Parents must complete the necessary paperwork, i.e. Child home and after-school club agreement and after-school club ICT and Screen agreement contracts, registration form/ booking forms before their children can attend the club.

* **Regular place**:

Once booked, if a child does not attend for any reason i.e. illness, sickness, play date, you will still be charged for this place. If you wish to cancel the place altogether, one month’s notice in writing is required.

* **Ad Hoc 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 club must be given 48 hours’ notice. If notice is not given, the place will still be charged for.

**Admissions**

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 club

2. Children of Combe Primary School.

3. Those requiring the greatest number of sessions/hours per week

**Fee structure**

You can find information about our Fees on our website at www.combepreschool.co.uk.

Our After-school 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 childcare vouchers with any provider and with the Tax-Free Childcare scheme.

* Our fees are payable half-termly and invoices are sent out by email during the first few weeks of each half-term
* Our preferred method of payments is by BACS and childcare vouchers, although fees can be paid by cheque, electronic transfer, childcare vouchers, cash or direct debit
* Payment is expected within 14 working days.
* Fees are charged for booked sessions whether the child attends or not
* We offer a discount for siblings, you can look at our website regarding information on our fees at [www.combepreschool.co.uk](http://www.combepreschool.co.uk).

**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 our Financial Administrator at the earliest opportunity. Any queries regarding fees should be directed to our Financial Administrator.

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 our Financial Administrator as soon as possible. Where there is no explanation for repeated late payment, our Financial Administrator will contact the parents or carers to discuss payment options. Our Financial Administrator or Committee may issue a formal warning to the parent or carer informing them that continued late payment will result in their child’s place at Combe After-school Club being withdrawn. If the fees remain unpaid after all the above options have been explored, our After-school Club may have to cancel the child’s place and we will begin legal proceedings to recover the debt.