



Out of School Club Admissions and Fees Policy

The Out of School Club (OSC) is registered with Ofsted to care for 30 children, between the ages of 4 and 11, who attend Broomgrove Infant and Junior School.

Places are offered on a first-come, first-served basis.

If your child has special educational needs or a disability whereby they require additional support in school as identified on their one plan, please inform the Out of School Club manager who will complete a needs and risk assessment for your child to ensure that we can provide appropriate provision to meet your child's needs.

When all places have been filled a waiting list will be established.

1. Registration

- 1.1. When an enquiry regarding places is made, parents/carers will be given all the relevant Club information.
- 1.2. If a place is available, the parents/carers and child are able to visit the club for an induction if they wish. The child will be able to attend the Club as soon as the completed forms and payment are received and the date is agreed by the manager.
- 1.3. 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 and offered a space, if no response is given within a set time of being offered the place they will be removed from the waiting list and will have to ask to be put on again.
- 1.4. By taking up a place at the OSC you are agreeing to our policies and procedures.

2. Booking procedure

- 2.1. Parents/carers must complete all the necessary paperwork, i.e. contract, registration, medical, booking and photo permission forms, before their children can attend the club.
- 2.2 Booking forms are sent out in advance every half term and must be completed each half term to ensure your child/childrens space in the upcoming half term.
- 2.3. Full payment for the half term is required upfront with the booking forms for your child to be able to attend the OSC.
- 2.4. If the booking form or payment is not in before the stated deadline each half term, your child/children will lose their space.
- 2.5. Once booked, if a child does not attend for any reason, including illness and medical appointments, you will still be charged for this place. If you wish to cancel any sessions or you child's/children's' place altogether, four weeks notice in writing is required.

3. Opening and closing times

Breakfast Club

3.1. Breakfast Club opens at 07.30 and children must arrive no later than 08.35.

3.2. Breakfast ends at 08.00, children must be dropped off before then if they require breakfast.

Afterschool Club

3.3. The afterschool club shuts at 17:45.

3.4. Children must be collected by the 17:45 or an additional charge will incur. **(See section 6)**

4. Fee structure

4.1. The Out of School Club currently offers two sessions:

- Breakfast Club which costs £4.00 per session per child (open at 07:30)
- Afterschool Club which cost £8.25 per session per child (shuts at 17:45)

4.2. Fees must be paid for the half term in advance.

4.3. Fees can be paid by cash, cheques (made payable to 'Broomgrove Infant School') childcare vouchers and BACS. Please ask for the bank details if you require them.

4.4. The Club recognises that childcare can be costly, so we encourage eligible parents/carers to claim the childcare element of the Working Tax Credit.

4.5. All booked sessions will be charged for unless parents/carers inform the office or the manager that their child will not be attending at least four weeks in advance.

5. Payment of fees

5.1. Fees are reviewed annually by the governing body. Any queries regarding fees should be directed to the school office.

5.2. If fees are not paid before the stated deadline, your child/children will not be able to attend in the next half term and their place will be cancelled. If the parents/carers are having difficulty making the payment on time we recommend that they arrange a meeting with the manager as soon as possible.

6. Late pick up

6.1. Children must be collected by 17:45 **(see section 3)**. If for any unforeseen circumstances you arrive after this time, you will be required to pay an additional £6.00 per child and then a further £6.00 per child every quarter hour thereafter to cover the cost of two members of staff who are legally required to stay.

6.2. If you are late on more than two occasions your child will lose their place.

7. Terminating a placement

7.1 The Out of School Club reserves the right to terminate a child's placement without notice, should it be deemed necessary for the overall safety and well-being (physical or mental) for the child themselves, our staff or other children in our care.

*This policy was written in consultation with OSC staff and Broomgrove Infant School Governors
June 2014.*

It is to be reviewed annually. It was last reviewed in April 2024

Next Review Date: April 2025

*Written in accordance with the EYFS welfare requirement: 'Safeguarding and promoting children's
welfare'*

P.T.O

This section needs to be signed and returned to the Out of school club in order for your child/ children to attend. Your signature agrees to the above terms and conditions

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Childs name:

Parent name:

Parent signature:

Date:

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