

# Apple Trees Club

## Admissions and Fees Policy

Curry Rivel Out of School Care, trading as Apple Trees Club is registered with Ofsted; our registration number is EY483675. We provide care for up to 28 children between the ages of 4 and 11 (Reception and Y6), primarily serving the children of Curry Rivel Primary School and surrounding communities.

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 Apple Trees Club
2. Those requiring the greatest number of sessions/hours per week
3. Children of Curry Rivel Primary School
4. Pupil Premium Children
5. Children living in the area attending other schools
6. Sibling of children who live in the area attending other schools

### Registration

When an enquiry regarding places is made, parents or carers will be signposted to all the relevant Apple Trees Club information on the Apple Trees Club website, including:

- Information regarding availability of places
- Details of the **Admissions and Fees** policy
- Registration form, medical form, parent contract, booking form, photo permission form
- **Behaviour Management** policy
- **Complaints** policy
- **Club Handbook**

If a place is available, the parents and child will be invited to visit the club for an induction. Parents must complete the necessary paperwork, ie contract, registration, medical, booking and photo permission forms, before their children can attend Apple Trees Club.

If no places are available the parent/carers will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be notified.

### Booking procedure

- **Permanent Places**

Parents are required to complete booking forms for the required sessions *in advance* for every half term. The deadline for booking forms will be the last day of the previous half term (or at least two weeks in advance in the case of the autumn term). This is to ensure your child has a place secured and we have the correct staff to child ratio.

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, half a term' notice is required. An invoice will be emailed to you following your booking for full payment in advance. Payment is required within 7 days from the date of invoice. A late payment fee of £5.00 per week will be incurred for every week past the 7 day payment period.

- **Temporary or Occasional Places:**

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 place will still be charged for. The fee for a temporary place is slightly higher than for a permanent place. For Temporary places, payment should be made at the time of booking when possible, or on arrival at Apple Trees Club.

## Fee structure

Fees are charged as follows:

Club Option	Times available	Cost per session (when booked half termly)	Cost per session (for ad hoc or occasional bookings)
Breakfast Club	7.45am – 8.50am	£4.75 per child	£5.00 per child
After School Club	3.15pm – 4.30pm	£4.75 per child	£5.00 per child
	4.30pm – 6.00pm	£4.75 per child	£5.00 per child
Out of School all Day Rate	7.45am – 8.50am <b>and</b> 3.15pm – 6.00pm	£13.00 per child	£14.00 per child

## Payment of Fees

Fees are reviewed annually. Apple Trees 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, Apple Trees 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 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 Apple Trees Club being withdrawn.

If the fees remain unpaid after all the above options have been explored, Apple Trees Club may have to cancel the child's place.

## Payments

Apple Trees 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 are also registered to accept childcare vouchers.

- **Permanent Places**

Payment of sessions are required in advance. Once your booking form has been received, you will then receive an invoice detailing the fees for the half term. It will be broken down into each month the half term covers. Parents have the option to pay for the half term sessions in total, or to part pay the invoice a month at a time if less than £100.00. Payment is required within 7 days from the date of invoice. A late payment fee of £5.00 per week will be incurred for every week past the 7 day payment period. We understand there may be occasions where last minute/ emergency bookings are required, at the Temporary Place price, if not paid on the day

- **Temporary or Occasional Places**

Payment of sessions are required at the time of booking or at drop off or collection of your child.

Fees can be paid by cheque, cash or electronic transfer. Bank transfer details can be found on our website ([www.appletreesclub.co.uk](http://www.appletreesclub.co.uk)) Please ensure your surname is entered as your reference and an email is sent to the Apple Trees Manager to confirm payment.

- There is a charge of £5 per 15 minutes, for late collection and £5.00 per week late payment fee, after the 7 days payment period stated on the invoice. This will be added to the next invoice.

**Fees are charged for booked sessions whether the child attends or not.** If the school is forced to close for such reasons as Adverse Weather conditions, fees are still payable for children booked to attend those sessions.

This policy was adopted by:	Date: November 2019
To be reviewed:	Signed:

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2019): Safeguarding and Welfare Requirements: Information and records [3.68-3.73]*