



OWLSMOOR PRIMARY

OUT OF SCHOOL CLUB ADMISSIONS AND CHARGING POLICY

Status of Policy	Date
Statutory - BFC	
Reviewed	Annually
Policy written	Sep 2010
Last reviewed by governors	14 th May 2019
Review due	14 th May 2020

This policy has due regard to the requirements of the Equality Act.

OWLSMOOR OUT OF SCHOOL CLUB ADMISSIONS AND CHARGING POLICY

Owlsmoor Out of School Club is open to every family in the community.

All children must be of school age. (4+) When all the places are filled, a waiting list will be established with the following priority order:

1. Siblings of children already attending
2. Existing users who require the greatest number of sessions each week during term time.
3. Children attending Owlsmoor Primary School.
4. Children living in the area attending other schools.

A waiting list will be used. This will be operated on a first come, first served basis.

Emergency admissions will be at the discretion of the Manager/Senior member of staff on duty.

Booking/Charging Procedures:

A form **MUST** be completed to register your child **BEFORE** a booking can be made. These are available from the staff.

Places are subject to availability and are allocated in accordance with our admissions policy.

Places are limited.

Please book places in advance possible to assist us with staffing arrangements.

Booking Invoices will be issued monthly in advance.

After School and Breakfast Session booking invoices will be issued towards the end of the month. Your balance is required to be paid by the date stated on the invoice.

Casual Bookings:

Invoices will be issued weekly or monthly in advance. Your balance is required to be paid by the date stated on the invoice.

Persistent late payments may result in your child's place being withdrawn.

If, for any reason you have problems or queries with your bill, please do not hesitate to inform the Club Supervisor and the matter will be dealt with confidentially.

Owlsmoor Out of School Club ACCEPT CHILDCARE VOUCHERS.

Fees

After School Club - £10.00/Session/child including a light snack:

Breakfast Club £5.00/Session per child including a light snack

There will be a 10% discount for all siblings on the above sessions.

There will be a discretionary charge of £5 per every ten minutes, for children picked up late after 6.00 pm.

Cancellation fees are as follows:

More than 7 days notice - no charge

Less than 7 days notice - half sessional fees will be charged

Less than 48 hours notice - full sessional fees will be charged

Please Note: The above facility is available for temporary cancellations e.g. to help with holidays and short absences.

THIS POLICY IS STRICTLY ADHERED TO