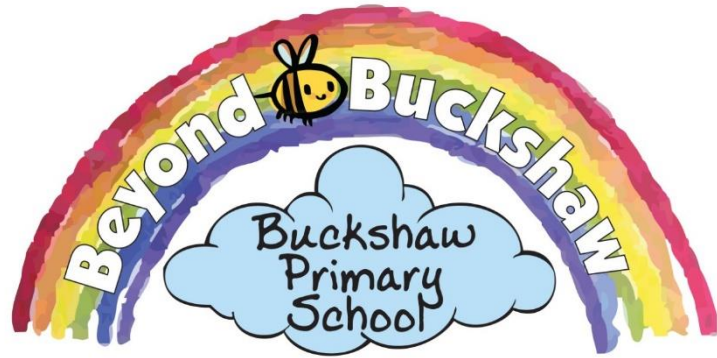


Buckshaw Primary School



Admissions & Fees Policy September 2022

*At Buckshaw we aim to prepare our children for their future
by raising aspirations and developing resilience within a
happy, safe and caring environment*

Beyond Buckshaw is registered with Ofsted to care for up to 30 children, between the ages of 3 and 11, serving the children of Buckshaw Primary School.

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

Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, 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
- Club Handbook

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 inform and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete the necessary paperwork, ie contract, registration, medical, booking and photo permission forms, before their children can attend the club.

- **Permanent place:**
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, one month's notice in writing is required.
- **Temporary 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 24 hours notice. If notice is not given, the place will still be charged for.

Fee structure

Fees from 1st April 2021 are:

Breakfast club from 7.50am = £5.00

Breakfast Club from 8.30am = £2.50

After school club -

3.20pm – 3.45pm = £2.50

3.20pm – 4.30pm = £5.00

3.20pm – 5.20pm = £8.00

3.20pm – 6.00pm = £10.00

- Fees are payable weekly. These are to be paid in advance.
- Fees are encouraged to be paid via SCOPay or in some cases, cash will be acceptable.
- There is a charge of 50p per minute for late collection, which will be added to the next invoice
- Fees are charged for booked sessions whether the child attends or not. Parents can cancel sessions up to 12pm of the day their child is due to attend. Please contact the school office.

Please note, out policy states that if an invoice exceeds £50, the child/children can no longer attend Kids Club until payment has been cleared.

Payment of fees

Fees are reviewed annually by the school. The 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, the Club will contact 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 the Club being withdrawn.

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

A Mensforth, Beyond Buckshaw Manager
September 2022