



Quackers After School Club

Admission and Fees Policy

Quackers After School Club is registered with Ofsted; our registration number is EY434782. We provide care for children between the ages of 3 and 11, serving the children of Rucstall Primary School.

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established.

Registration

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

- Registration form, pick up form and permission form
- Behaviour policy
- Club Handbook
- Privacy Notice
- Information Sharing Form.

If a place is available, the parents and child will be invited to visit the club for an induction (unless in circumstances where this is not possible). 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, pick up and 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. A £10 deposit is required to hold their place. This returned when child leaves and fees have been paid.
- 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 48 hours notice. If notice is not given, the place will still be charged for.

Quackers After School Club

Holbein Close, Basingstoke, RG21 3EX.

☎ 01256 413794 littleducklings@ymail.com

Ofsted Registration: EY434782 Charity Registration: 1132767



Fee structure

Fees are charged at £12.50 per session. We offer a 10% discount for siblings as long as they attend the same sessions.

The 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.

- Fees are payable monthly on the first week of the month
- Fees can be paid by electronic transfer, childcare vouchers or cash
- Fees are charged for booked sessions whether the child attends or not
- A 10% charge will be added to the fees if not paid on date of invoice.

Payment of fees

Fees are reviewed periodically. 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 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 Office Manager will contact the parents or carers to discuss payment options. The Office 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.

Signed on behalf of Quackers After School Club: _____

Position: _____