



Admissions and Fees Policy

Mighty Oaks Before and After School Club is registered with Ofsted; our registration number is 140053. We provide care for children between the ages of 3 and 11, caring for the children of Bedford Hall Methodist Primary School.

Registration

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

- Information regarding availability of places.
- Details of the Admissions and Fees Policy.
- Contract of Agreement.
- Club Handbook.

If a place is available the child will be able to attend the Club as soon as the completed forms are received.

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

Booking procedure

Parents/carers must complete the necessary paperwork, e.g. Contract of Agreement, before their children can attend the Club.

Permanent place

Once booked, if a child does not attend for any reason, payment for the place is still required. There is a 4 week notice period if a place is no longer needed.

Fee structure

Fees are charged per child, per session:

- Breakfast session 7:30 – 8:50am £4.00 (£20.00 per full week).
- Afternoon session 3:15 – 6:00pm £8.00 (£40.00 per full week).

The Club recognises that childcare can be costly, so we encourage eligible parents/carers to claim the childcare element of the Working Tax Credit. We are also registered to accept childcare vouchers and tax free childcare as methods of payment for fees.

- Fees are payable on at least a weekly basis, in advance.
- Fees can be paid by cash, cheques, direct debit, childcare vouchers, tax free childcare and via ParentMail.
- There is a charge of £5.00 per 15 minutes for late collection, which will be added to the next invoice.
- Fees are charged for booked sessions whether the child attends or not, unless other arrangements have been made with the manager.
- We offer a 10% discount on fees for siblings (first child pays full price; all other children pay 10% less).

Payment of fees

Fees may be reviewed at any time but parents/carers will be informed of any revised fees at least one term before it takes effect. If parents/carers do not wish to pay the increased fees, they can terminate their contract by giving 4 weeks' notice.

If fees are not paid, the Club will contact the parents/carers, requesting payment. 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.

We may suspend the provision of childcare if parents/carers fail to pay any fees. If within 2 weeks of suspension, fees are still outstanding, we reserve the right to terminate the provision of childcare.

<u>This policy was adopted by:</u> Mighty Oaks Before and After School Club	<u>Date agreed:</u> 1 st August 2020
<u>To be reviewed:</u> August 2022	<u>Signatures:</u> Club Manager: Epworth Trust: