

## Robert Le Kyng Breakfast Club

### Admissions and Fees Policy

Our club is committed to providing a fair and open admissions system that offers a competitively priced and good value service.

### Admissions

When a parent/guardian contacts the club enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy and they will be informed of whether there is currently a suitable place available for their child.

If a suitable place is available the parent/guardian and, where possible, the child will be invited to visit the club and speak to members of staff. If the parent/guardian agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Admissions and Fees Policy to confirm their child's place.

Once the admission is secure, the Manager or a designated member of staff, will contact the parent/guardian concerned to arrange a date for the child's first session at the Breakfast Club.

### Waiting List

To ensure that admissions to the Breakfast Club are offered on a fair and transparent basis; the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/guardian is informed that there is not currently a suitable place available, the Breakfast Club's waiting list procedure will be explained and then activated on the parent/guardian's behalf. Parent/guardians will be encouraged to submit their request for a place for their child in writing. All requests will be placed on the waiting list in the order that they are submitted.
- The waiting list will be kept and used on a 'first come first served' basis. The Breakfast Club will advise the parent/guardian of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and not constitute a binding guarantee.
- The parent/guardian will be contacted by the Manager or another member of staff when a place becomes available, if the place is still required the parent/guardian will be asked to complete and sign the Emergency Medical Treatment form and the Admissions and Fees Policy and follow the remaining steps of the admissions procedure outlined above. If the place is no longer required, the parent/guardian of the next suitable child on the list will be contacted.

### Fees

The Club understands that the cost of registered childcare may sometimes seem expensive to a parent/guardian. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Breakfast Club, it must ask that parents/guardians respect its policy in respect of fees. As a provider of registered childcare, we both encourage and actively support eligible parents/guardians claiming and taking up the childcare element of the Working Tax Credit.

The level of fees will be set by the Registered Person and reviewed annually in the light of the Breakfast Club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant. The fees are £3.60 per day. Discounts are available for advanced termly bookings.

Payment of fees should be made termly or on an adhoc basis for the occasional session. A booking form will be sent out on the before the end of term for Parents and Guardians to book their sessions and pay for the next term. We realise that emergencies can happen and a place may be needed in the Breakfast Club at short notice, if this is the case, as long as we have spaces on that particular day, we would be able to accommodate their child. We would ideally like 24 hours notice so we can guarantee a place and ensure we have enough breakfast and staff to cover the session.

If the fees are not paid on time, the Breakfast Club will contact the parent/guardian and request payment at the earliest possible opportunity.

The Manager has the right to issue a formal warning to the parent/guardian and inform them that continued late payment will result in their child's place at the Breakfast Club being forfeited.

If fees are paid persistently late or not at all with no explanation, the Breakfast Club will be forced to terminate that child's place. Under exceptional circumstances, the Manager may agree to allow the child to continue attending the Breakfast Club for the remainder of that week.

Parents/guardians are encouraged to speak to a member of staff or the Manager if they have any query about the fees policy. If, for any reason, they are likely to have difficulty in making a payment on time, parents/guardians are strongly advised to contact the Manager at the earliest possible opportunity, to avoid jeopardising their child's place at the Breakfast Club.

#### Cancellation/Refund

- if a booked place is no longer required we require one weeks notice.
- If your child is sick for one week or more you must cancel their place with the office who will process a refund.

#### Medical issues

Full details of medical, health and allergies are held by the school and are accessible if required. The Parent/Guardian must inform us of any changes to their child's medical needs.

#### Medical Statement

*In the event that my child*

- *is involved in a serious incident while at the Breakfast Club, I expect the Manager, or a delegated member of staff, to contact me immediately on the numbers held by the School.*
- *requires immediate medical treatment before I will be able to get to the hospital, I hereby authorise the Manager, or a delegated member of staff, to consent to emergency medical treatment on my behalf. I understand that this authorisation will remain valid unless I contact the Manager to withdraw it.*

Name of Child: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager's signature: \_\_\_\_\_

Date: \_\_\_\_\_