

Admissions & Fees policy

Aspire Childcare Project (ACP) is registered with Ofsted. Our registration numbers are:

- Ilderton After School Club - EY441061
- Phoenix Breakfast & After School Club - EY536643

Admissions

We provide care for up to 80 children at Ilderton After School Club and 45 children at Phoenix Breakfast & After School Club. ACP provide services for children between the ages of 3 and 11 years, primarily serving the children of The Mayflower Federation.

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:

- Siblings of children already attending the club.
- Those requiring the greatest number of sessions per week.
- Children of The Mayflower Federation.
- Children living in the area attending other schools.
- Sibling of children who live in the area attending other schools.

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 terms and conditions, booking form, photo permission form, off-site activities consent form
- Behaviour Management policy
- Complaints policy
- Parent Handbook

If a place is available, the parents and child will be invited to visit the club for an induction.

Booking procedure

We require a completed set of registration forms for your child before they can attend the club. ACP also requires 2 weeks deposit and 1 months advance fees payment.

The registration forms be treated as confidential and will be stored appropriately. A new registration form for September is required at the end of the summer term (July).

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 limited temporary 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.

Fee structure & payment of fees

The current fees are:

After School Club

3.15-5.45pm -£45 per week, £12 per day

3.15-6.45pm - £55 per week, £15 per day

Breakfast Club @ Phoenix School

8.00-9.00am - £15 per week, £4 per day

Two weeks deposit must be paid to secure an After School /Breakfast place. This deposit is refundable when giving one month written notice (preferably by email) for withdrawing your child from the After School Club. Fees are to be paid in advance for each month on first working day of the month or the following day in the event of an inset day or Bank Holiday. Days booked are non-transferable and non-refundable. This includes holidays, sickness absences, adverse weather conditions or school closures (including inset days).

Fees are payable by cash, cheque, direct debit/standing order, postal order or childcare vouchers. Cheques should be made payable to "Aspire Childcare Project Ltd". We accept vouchers from the following schemes: Edenred, Sodexo, Fideliti and Computer Voucher Services.

If cheques are not honoured you will be liable for any bank charges incurred. You will then be required to pay by cash, postal order or direct debit in the future.

Fees arrears are not permitted. 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. Late payment will result in their child's place at the Club being withdrawn. We are unable to complete any proof of payment correspondence if your account is in arrears.

Fees are reviewed annually. 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.

ACP recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit.

For further information on Working Tax Credit visit: www.gov.uk/working-tax-credit/further-information or call: **Tax Credit Helpline** Telephone: 0345 300 3900

Changes to days and cancelling your place

You must give us one month's notice of termination, or of changes in attendance. If you need to change the days that your child attends, please contact the Manager. We try to accommodate such changes wherever possible.

Temporary changes

Please remember that we need to know if your child will not be attending the Club for any reason. Even if you have informed your child's school, you still need to notify us, as the school does not automatically pass this information on to us. If your child doesn't attend a booked session, we will have to treat them as a 'missing child' unless you have notified us of their absence.

If you know in advance of any days when your child will not be attending during the following week, please try to let the Manager know by Friday at the latest. In cases of illness or emergency when notice cannot be given, please call as soon as you can.

This policy was adopted by: Aspire Childcare Project	Date: Sept 2017
To be reviewed: Sept 2018	Signed:

