

# Cheeky Monkeys Out of School Club

## Admissions and Fees Policy

Cheeky Monkeys OSC is registered with OFsted; our registration number is EY471324. We provide care for children between the ages of 3 and 11 years old, primarily serving the children of Highfields Primary School and Little Owls Nursery.

Places are offered on a first come first-served basis. When all the places are 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.
3. Children of Highfields Primary school.

### Registration

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

- Details of the Administration and Fees Policy
- Club Registration form which includes, booking form, privacy notice, photo permission and medical information
- Club handbook

All these forms are available via the Highfields Primary web page.

If places are available, the child/children will be able to attend as soon as the completed forms are received.

If no places are available the parents will be informed and the child's name will be added to the waiting list. As soon as a place is available parents will be informed.

### Booking procedure

Parents must complete the necessary paperwork, i.e. contract, registration, medical and privacy notice before their child 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 bookings: we will accept temporary or occasional bookings as long as there are places available. If the 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.

Fees are charged at:

Breakfast club: £4.25 per session, £3.50 concessions

After school session: £8.50 per session, £7 concessions

Late collections will incur a charge of £4 per child each 15 mins (or part thereof) to cover the extra staff costs, which will be added to the next invoice. Frequent late collections could result in your child's place being withdrawn,

Fees are payable in advance by cash or bank transfer or childcare vouchers. We accept childcare vouchers and are registered with many of the leading companies. We are also registered with the tax-Free Childcare scheme.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, self-isolating or on holiday (regardless of the amount of notice given).

We do not charge for bank holidays and professional training days.

Please ensure that fees are paid promptly. There is a late charge of £5 if non-payment of an invoice has not been received within 14 days of issuing.

For permanent bookings, the payments will be calculated based on the number of sessions your child/children attends each week (not including Teacher Training days), and divided into 11 monthly payments (September - July).

### **Payment of fees**

Fees are reviewed annually. The club will consider requests for variation to payment terms on an individual basis. Anyone making requests should contact the manager at the earliest opportunity. Any enquires regarding fees should be directed to the manager.

If fees are not paid, the club will write to the parent / 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 payments, the manager will contact the parents / 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 withdrawn.

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

This policy was adapted by: Cheeky Monkeys OSC	Date: 10/07/2021
To be reviewed: July 2022	Signed: L Drover

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Health [3.68-3.75]*