

# **SHOBNALL STARS**



## **POLICY FOR ADMISSIONS AND FEES**

# Admissions and Fees Policy

We provide wrap around care for the children of Shobnall Primary & Nursery School.

## 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 contract, booking form, privacy notice, photo permission form
- **Behaviour Management** policy
- **Complaints** policy
- Home School Agreement

## Booking procedure

Parents must complete the necessary paperwork, ie contract, registration, medical, privacy notice, booking and photo permission forms.

We will accept ad hoc occasional bookings as long as there are places available.

## Fee structure

Fees are charged as per the information booklet on the school website.

## Payment of fees

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.

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 tolerance for repeated late payment, the manager will contact the parents or carers to discuss payment of arrears and child care will be withdrawn until such payments have been made.

This policy was adopted by Shobnall Stars	Date: 1 <sup>st</sup> September 2020
To be reviewed: Annually	Signed: D. Adams

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*