



The Alphabet Before, After & Holiday Club

Registered Charity: 1089318

Admissions and Fees Policy (#01)

It is our intention to make the Alphabet Club genuinely accessible to children and families from all sections of the local community. In order to accomplish this, we will:

- Ensure that the existence of the Alphabet Club is widely known in all local communities. We will place notices advertising the Club in places where all sections of the community can see them.
- Keep a place vacant, if this is financially viable, in order to accommodate emergency admissions.
- Describe the Alphabet Club and its practices in terms which make it clear that it welcomes both fathers and mothers, other relations and carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- Monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- Make our equal opportunities policy widely known.
- Consult with families about the opening times of the Alphabet Club and assess any changes that may be required.
- Offer different attendance patterns so as to accommodate the needs of individual children and families.

After School children will take priority when requiring holiday care, on their booked days. (e.g. If a child attends the Alphabet Club after school on Monday and Tuesday only, then we will give them priority for holiday care on a Monday and Tuesday only).

Admissions

When a parent/carer contacts the Alphabet 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 informed of whether there is currently a suitable place available for their child.

If a suitable place is available the parent/carer and, where possible, the child will be invited to visit the Alphabet Club and speak to members of staff. If the parent/carer 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 Registration Form and Contract to confirm their child's place.

Parents/carers will also be encouraged to complete and sign the Emergency Medical Treatment Form, Photograph Consent Form, outings Consent Form and Medicines Consent Form.

Once the admission is secure, the Manager, or a designated member of staff, will contact the parent/carer concerned to arrange a date for the child's first session at the Alphabet Club. At this stage, the provisions of the Settling In policy will come into operation.

Waiting List

To ensure that admissions to the Alphabet 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/carer is informed that there is not currently a suitable one available, the Club's waiting list procedure will be explained and then activated on the parent/carer's behalf.
- Parents/carers will be encouraged to submit their request for a place for their child to the Alphabet Club in writing, and they will be asked to complete and sign a Registration Form. The details of this request 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 Alphabet Club will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Club.
- When a vacancy at the Alphabet Club becomes available, the Manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.
- If that parent/carer still wishes to take up the place for their child, they will be asked to complete and sign a Contract and follow the remaining steps of the admissions procedure outlined above.
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

Fees

The Alphabet Club understands that the cost of registered childcare may seem expensive to a parent/carer. 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 Club, it must ask that parents/carers respect its policy in respect of fees.

The level of fees will be set by the Board of Trustees and reviewed annually in the light of the Alphabet Club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant

Fees are invoiced Half Termly in advance and payment of fees should be made within the first 2 weeks of the new half term. Individual payment arrangements will be negotiated between the Alphabet Club Coordinator/ Chair of Trustees and parents/carers.

The Alphabet Club will be sympathetic to requests for daily payment. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Manager at the earliest possible opportunity.

If the fees are not paid on time, the Alphabet Club will notify the parent/carer in writing and request payment at the earliest possible opportunity.

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

If fees are paid persistently late or not at all with no explanation, the Alphabet 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 Club for the remainder of that week.

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

This policy was adopted on

Signed on behalf of the Club

Signed on behalf of the Trustees

Date of Review