



Admissions and Fees Policy

St John Rigby provides a friendly and exciting child care service

Breakfast Club runs from 7.45am to 9.00am. Parents can drop their children at School, they are signed in and can join in with quiet sociable games and activities. Breakfast is available to every child

After School Club runs from 3.15pm to 6.00pm. This can be split into sessions.

Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information which is also available on our website; including:

- Details of the Admissions and Fees policy
- Registration form, medical form, parent contract, booking form, permissions form
- Behaviour management policy
- Club Handbook

Booking procedure

Parents must complete the necessary paperwork, ie contract, registration, medical, booking and permission forms, before their children can attend the club.

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit. We are also registered to accept childcare vouchers.

- Bookings must be made online
- Fees must be paid in advance online
- There is a charge of £10 per 15 minutes for late collection, which will be added
- The club charges an annual registration/membership fee of £5 per child
- The club accepts childcare vouchers

Payment of fees

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 School manager as soon as possible.

Where there is no explanation for repeated late payment, the School manager will contact the parents or 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to the parent or carer informing them that continued late payment will result in their child's place at the Club being withdrawn.

If the fees remain unpaid after all the above options have been explored, the Club may have to cancel the child's place and will seek legal advice to recover the amount owed.

The fees are currently:

Morning Club	
7.15am – 9am	£3
After School Club	
3.15pm - 4.30pm	£4
3.15pm - 5.00pm	£6
3.15pm - 5.30pm	£8
3.15pm - 6pm	£10

All sessions include a drink and a snack.

Parents may be eligible to claim the working tax credits call HM Revenue & Customs helpline:
0845 3003900 or visit www.hmrc.gov.uk/taxcredits

This policy was adopted by St John Rigby Out of School Care.	Date:
To be reviewed:	Signed: