



Admissions & Fees Policy

Updated: September 2023

Liscard Pirates Club

Admissions and Fees Policy

Liscard Pirates Club is registered with Ofsted; our registration number is 104994. We provide care for up to 60 children between the ages of 2 and 11, serving the children of Liscard Primary School.

Places are offered on a 'first-come, first-served' basis. When all places have been filled a waiting list will be established.

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, photo permission form
- **Behaviour Management** policy
- **Complaints** policy
- **Club Handbook**

If a place is available, the parents/carers and child will be invited to visit the club for an induction. The child will be able to attend the Club as soon as the Arbor system is accessed and all information is completed and received.

If no places are available the parent/carer will be informed and the child(ren)'s name added to the waiting list. As soon as suitable places become available parents/carers will be informed.

Booking procedure

Parents/carers must complete the online google form, giving all the information needed before their children can attend the club. The first week's fees must be received prior to the child(ren) starting and fees should continue to be paid at least one week in advance.

· **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 temporary or occasional 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

Fees are charged in accordance with the school's Charges, Voluntary Contributions and Remissions Policy.

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 certain childcare vouchers.

- Fees are payable weekly/monthly **in advance**
- Fees must be paid via the school's online payments system, e.g. Arbor
- There is a charge of £5.00 for late collection, which will be added to the next invoice
- Fees are charged for booked sessions whether the child attends or not


Payment of fees

Fees are reviewed annually by the Governing Body. 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 explanation for repeated late payment, the 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.

This policy was adopted by Liscard Pirates Club	Date: 1 September 2023
To be reviewed: Autumn 2024	Signed: 

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

Appendix 1

Current Fees

Liscard Pirates Club Before and After School Care		Liscard Pirates Holiday Club (subject to availability)
Before school per child/per session	£4.00	Per child/per session 8 am – 5.55 pm
After school per child/per session	£8.50	Full week at Holiday Club (Monday – Friday) (if available)

Liscard Pirates Club – additional sessions		
Last day of Autumn, Spring and Summer Terms (school closes at 1:30pm): 1:30 – 5.55pm (if offered)	£10.00 per child	Inset Days: 8am – 5.55pm (if open)

All charges will be reviewed by the Governing Body on an annual basis.