



# Meltham School's Out

## Admissions and Charging Policy

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Approved by:	Meltham School's Out Committee		
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### 1.0 Aims

The aims of this policy are:

- to define the framework for admissions to MSO.
- to inform parents/carers of the charges that apply for attending the Breakfast Club and After School Club sessions.
- to define how fees are invoiced and paid.
- to define the procedure for non-payment and/or late-payment of fees

### 2.0 Roles and Responsibilities

- The club committee is responsible for setting the rates of fees.
- The club manager is responsible for managing the admissions process including waiting lists.

### 3.0 Policy

Meltham School's Out provides care for 42 children per session between the ages of 4 and 11, serving the children of Meltham CE Primary School during term-time, only. An outline of the application procedure is listed below, with the detailed procedure in Appendix 1:

- At initial enquiry, parents/carers are given an application form to complete, which includes sessions required.
- If needed, there will be a discussion regarding the child/ren's needs before a place is allocated.
- On offer of a place, parents/carers are given club information and a contract to sign.
- Changes/cancellations are subject to one month's notice in writing (via email)
- Casual/one-off places are for registered children only and must be booked and paid for before the required session

Places are offered on a first-come first-served basis and a waiting list system is in place, with priority given in the following order:

- Children already attending the club wishing to make a change to their existing session/s.
- Siblings of children who already attend the club (usually due to start in Foundation Stage).
- Children that attend school - on a first-come, first-served basis dependent on when they enquire about a club place

If required, staff members' child/ren attending Meltham CE School are allocated a place and fees are charged at the normal club rates.

### **3.1 Children with SEND & One-to-one Support in School**

Meltham School's Out is a private not-for-profit organisation that is independently funded by the fees paid by parents/carers. The needs of all children are taken into account at all times, and if a child has an EHCP, or receives one-to-one support in school, careful consideration is given as to whether the club can or would be able meet all the child's needs through risk assessments and discussions with parents/carers before a place is allocated.

### **3.2 Fee Structure and Payment of Fees**

Fees are charged per child, per session and are reviewed annually, but this does not necessarily mean that fees will change annually. Costs of sessions can be found on the 'Meltham School's Out' section of the school website and on the club's 'Welcome Letter', which staff are happy to provide, if requested.

Invoices for fees are emailed no less than 2 weeks before the end of each month for the following month. Fees are due by the last day of each month.

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 various childcare vouchers.

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.

On offer of a place at the club, parents/carers are required to sign a contract, which shows that they agree to the following:

- Fees are payable monthly in advance.
- Fees can be paid by direct bank transfer into the Meltham School's Out bank account or by childcare vouchers.
- Fees are charged for booked sessions whether the child attends or not.
- Sessions can only be changed either by - or with the agreement of - the fee-payer.

### **3.3 Late and Non-payment of Fees**

In the event that a fee is not paid by the due date, the following procedure takes place:

- Club management contacts parents/carers to request payment and to inform them of the £10 late-payment fee that is added to their next invoice.
- The £10 late-payment fee, plus subsequent late-payment fees (if necessary) remain until the arrears are paid and the account balance is zero.
- Where there is no explanation for repeated late payment, the manager will contact the parents/carers to discuss payment options.
- The Committee will 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 will have to cancel the child's place.

### **3.4 Non-emergency School Closure**

In the event of the school being closed so that the club sessions cannot operate, for example due to snow, a refund or credit is given for the sessions that the child normally attends on the affected day/s.

In the event of the school being closed for one or more days due to circumstances such as industrial action, the club remains open, unless otherwise stated. Fees are still payable for all sessions that the child normally attends and no refund or credit is given for these sessions if the child does not attend.

### **3.5 Suspensions and Exclusions**

The club only uses suspension or exclusion as a last resort when all other behaviour management strategies have failed or if we feel that children or staff are at risk.

Staff will inform the manager if a child's behaviour warrants suspension or exclusion. Suspensions and exclusions are fair, consistent and appropriate to the behaviour concerned, and take account of the child's age and maturity as well as any other factors relevant to the child's situation.

In the event of suspension or exclusion of a child from one or more sessions, those fees will still be payable.

#### **3.5.1 Temporary Suspensions**

Temporary suspensions are applied where formal warnings have failed to improve a child's persistent, challenging and/or unacceptable behaviour. In the event of an extremely serious or dangerous incident, the child is suspended with immediate effect and parents/carers are asked to collect the child/ren immediately. These suspensions require the manager's agreement.

The club may temporarily suspend the child for a period of up to 15 consecutive days. In this instance, club management discusses relevant concerns with the parents/carers in order to promote and encourage a more desirable pattern of behaviour.

At the end of the suspension period the manager meets with the parents/carers and child to agree any conditions relating to the child's return.

### **3.5.2 Permanent Exclusion**

In exceptional circumstances, and only when all other attempts at behaviour management have failed, it may be necessary to permanently exclude a child from the setting.

If a child is excluded from the club, the parents/carers are given a verbal and written explanation of the issues and subsequent actions. The parent/carer has the right to appeal to the Committee against the exclusion within 14 days of receiving written notification of the exclusion.

## 4.0 Appendices

### 4.1 Meltham School's Out Application, Registration and Bookings Procedure

#### 1.0 Initial Enquiry

- When Meltham School's Out receive an initial enquiry from a parent/carer, an application form is provided, which asks for child and parent/carer details and which sessions are required.
- The club considers a number of factors before offering a place at the club, which could include:
  - availability at the session/s required;
  - the club having the capacity to make reasonable adjustments and provide adequate staffing to meet the needs of a child with a disability;
  - the club having the staffing capacity to provide one-to-one support to meet the needs of a child that has a Special Educational Need.
- If there is no availability at the required session/s, the club will put the child on the waiting list with the consent of the parent/carer and contact them when a space is available.
- If the club receives an application for a child with a Special Educational Need or Disability, careful consideration is given to the staffing needed to meet the needs of the child and a risk assessment is completed, if required. An application decision is then based on these findings.

#### 2.0 On Offer of a Place

- When an offer of a place at Meltham School's Out is made, parents or carers are given all the relevant club information, including:
  - Club welcome letter
  - Parent/carer contract
  - Photo permission form
  - Behaviour management policy
  - Medical form
  - EYFS settling in questionnaire (if the child is in Foundation Stage )
- The child and their parent/carer are invited into the club to see some of the activities available and to meet staff.
- The child's place commences once the club has received all medical information (and medication, if needed) and payment of fees in advance for that month.

#### 3.0 Bookings

##### 3.1 Permanent/Long-term Places

- The procedure for permanent/long-term places is as described above
- Changes and/or cancellations can only be made to permanent/long-term places with one month's notice in writing.

### **3.2 Casual Places**

- Meltham School's Out is able to offer short-notice emergency/casual places to existing registered families only.
- Parent/carers must inform the club as soon as they are able that a casual place is required.
- Casual places can only be offered if there is availability at the session. Some sessions may already be 'at capacity' with the children that usually attend.
- If a casual place is offered, the club sends the parent/carer an invoice for that session, separate to the regular monthly invoice, which is payable before the child attends that session.