

ADMISSIONS AND CHARGING POLICY FOR AFTER SCHOOL CLUB

Admissions Criteria

Brookland CEP School After School Club is open to every family in the community.

All children must be of school age (4+). When all the places are filled, a waiting list will be established with the following priority order:

1. Siblings of children already attending.
2. Existing users who require the greatest number of sessions each week during term time.

A waiting list will be used. This will be operated on a first come, first served basis.

Emergency admissions will be at the discretion of the Manager/Senior member of staff on duty.

Booking/Charging Procedures

A form **MUST** be completed to register your child **BEFORE** a booking can be made.

These are available from the staff and from the school website.

Places are subject to availability and are allocated in accordance with our admissions policy.

Places are limited.

Please book places in advance if possible to assist us with staffing arrangements.

Booking **MUST** be paid in advance of the child attending the session being provided.

Persistent late collection of the child may result in a charge of £2.50.

Casual Bookings

Booking **MUST** be paid in advance or on the same day that the child attends the session being provided.

Late Payments

Persistent late payments may result in your child's place being withdrawn.

If, for any reason you have problems or queries with your bill, please do not hesitate to inform the Club Supervisor and the matter will be dealt with confidentially.

Fees

£3.00 for 3.15 – 4.30 session per child.

£5.00 for 4.30 – 5.30 session per child.

Cancellation fees

Cancellation of a session must be made to the Club Supervisor (07935976949) or via the school office.

24 hours or more notice – no charge.

Less than 24 hours – full session fees will be charged.