

Admissions and Fees Policy

Mr H Out of School Club is registered with Ofsted; our registration number is 2656124. We provide care for 52 (Jan 23) children after school, 0 children before school from Gosforth Central Middle School between the ages of 9 and 13. We take children from any schools during the holidays between the ages of 5 and 13.

When all places have been filled a waiting list will be established, with the following order of priority:

Priority group 1: Siblings of children already attending the club

Priority Group 2: Those requiring a full time place

Priority Group 3: Those requiring a part time (termly contract) place

Registration

When an enquiry regarding places is made, parents or carers will be given:

- Information regarding availability of places
- Referral to the website where essential policies and all-important information can be viewed. For those without internet access we will supply this in hard copy.
- Details of how to complete an online registration form

If a place is available, the parents 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 completed forms are received.

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

Booking procedure

Parents must complete the necessary registration form before their children can attend the club.

- **Permanent place:**

Once booked, if a child does not attend for any reason, parents will still be charged for this place. If parents wish to cancel the place altogether, five week'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 at a sessional rate. During the holidays fees are not charged the same as in term clubs, parents will be advised of different fees. These are published on our website.

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 all childcare vouchers.

TERMTIME

- Fees are calculated over a whole term and divided in to equal monthly payments which are due at the beginning of each month. If a child leaves or starts mid-year the necessary adjustments are made.
- Fees can be paid by direct debit, electronic bank transfer or childcare vouchers.
- There is a charge of £10 for every 10 minutes for late collection after 5.50pm, which is to be paid immediately.
- Unfortunately, due to the competitive price there are no discounts for siblings.

HOLIDAY

- Holiday places are booked on a first come first served basis. There is no minimum number of sessions that can be booked per week and each week does not have to be the same.
- Fees can be paid by direct debit, electronic bank transfer or voucher.
- There is a charge of £10 for late collections after the club pick up time, which is to be paid immediately.

Payment of fees

Fees are reviewed annually. The Mr H 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 admin team.

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 request that they contact us as soon as possible to discuss this.

Where there is no explanation for repeated late payment, the admin team will contact the parents or carers to discuss payment options. The admin team 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.

There is a charge of £20 admin fee for persistent late payments i.e. for two or more months. There is also 8% interest charged for any fees more than 30 days late.

If the fees remain unpaid after all the above options have been explored, the Club may have to cancel the child's place. In this case the Club reserves the right to pursue the parent for outstanding fees.