



Swan Club

Hampton Hargate Primary School

Admission & Fees Policy

Approved: November 2019

Review date: November 2020

Hampton Hargate Primary School believes that all children, regardless of ability and behaviour are valued equally. Groups of pupils (eg. SEN pupils, Children in Care (CiC), EAL pupils etc) are not viewed as separate but are part of the whole school approach. Different children's needs are recognised and met through varied and flexible provision and the use of different styles of teaching & learning throughout the curriculum. Every Child Matters (ECM) is an important part of the school ethos and we encourage all staff, governors, visitors, helpers etc to play their part in promoting this. This policy therefore applies to all our children, regardless of their gender, faith, race, culture, family circumstances or sexuality.

This school is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share in this commitment. All staff must follow the guidelines set out in the Child Protection folder which is in each classroom and key locations around the school.

Our Club is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

Admissions

When a parent/carer contacts the Club enquiring about a place for their child, they will be given all the relevant information they require including details of the Admissions and Fees policy, and informed of whether there is currently a suitable place available for their child.

If a suitable place is available the parent/carer must agree to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment and they will be asked to complete and sign the Declaration (Appendix 1) to confirm their child's place.

- **If a parent/carer fails to sign the Contract/Declaration (appendix 1) the club has the right to, and will, withdraw the child's/children's place(s).**

Parents/carers will also need to complete and sign the Emergency Medical Treatment Form.

- At the time of registration, the child's attendance days will be booked. These may, subject to place availability, be changed temporarily and for 'one off' occasions but parents must agree this with the Manager in advance of the session.
- **Once the child's attendance days have been confirmed by the club, parents will be liable to pay for the sessions, from the agreed start date, even if the child does not attend.**
- **Parents must give one month's notice, in writing, of any permanent changes to the days their child attends Swans Club or to cancel their place.**
- We reserve the right to terminate a child's place with immediate effect if a parent, carer or child displays abusive, threatening or inappropriate behaviour of any kind.

Waiting List

To ensure that admissions to the Club are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, the Club's waiting list procedure will be explained and then activated on the parent/carer's behalf.
- Parents/carers will need to complete a Registration Form and their details will be placed on the waiting list, in the order that they are submitted.
- The waiting list will be kept and used on a 'first come first served' basis.
- When a vacancy at the Club becomes available, the Manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.
- If that parent/carer still wishes to take up the place for their child, they will be asked to complete the Declaration (Appendix 1) and follow the remaining steps of the admissions procedure outlined above.

- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.

Fees

The Club understands that the cost of registered childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the continued high standards and sustainability of the Club, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the School's Governing body and reviewed annually in the light of the Club's financial position, its future strategic plans and any other broader economic or social considerations deemed relevant.

- **Payment is due from the agreed start date, even if the child is absent / unable to attend.**

- Payment of fees should be made monthly, by the 25th of the month prior to the start of the month in question. Individual payment arrangements will be negotiated between the Manager and parents/carers.

- **If payment is not made by 25th of each month, the child's place will be withdrawn as of the last day of that month (eg. payment for October is due on/by 25th September if no payment received the place will be withdrawn as of 30th September).**

- When a place is withdrawn, because of payment arrears, it will **not** be reinstated once the account is cleared.

- **If a parent defaults on payment we reserve the right to instigate the necessary legal action.**

- Parents/carers are encouraged to speak to the Manager if, for any reason, they are likely to have difficulty in making a payment on time. Parents/carers are strongly advised to arrange a meeting at the earliest possible opportunity, to avoid jeopardising their child's place at the Club.

- **The club closes promptly at 6pm and, therefore, parents should aim to arrive, at the latest, by 5.55pm. Parents will incur additional costs of £15 per quarter of an hour, or part of, if their child is not collected on time (by 6pm).**

- Parents are advised that no fees will be reimbursed unless the school/club is closed for the safety of the children (e.g. snow days).

This policy will be reviewed annually.

Review date: November 2020

This policy was adopted by the Swan Club Management Committee Management Committee.



Contract/Declaration

between Parents/Carers and Swan Club

Name of Parents/Carers: (please print)

Name of Child/Children: (please print)

- I/we acknowledge that I/we must pay for my child's/our children's allocated place(s) from the agreed start date, even if they do not attend due to sickness, holiday or during the notice period etc.
- I/we agree to make the monthly payment **in advance by the 25th of each month.**
- I/we will give 1 months' notice, in writing, of any changes I/we need to the day(s) my child/our children attend the club or if I/we need to cancel my child's/our children's place(s).
- I/we will notify the club directly, by letter or telephone, if my child is/our children are to be absent from the club.
- I/we will advise the club if my child is/our children are to be collected by someone who is not already named on the Registration form.
- I/we will notify the club, in writing, of any changes in contact details.
- I/we understand that the Club closes **promptly at 6pm** and I/we should aim to arrive, at the latest, **by 5.55pm**. I/we also accept that a **late penalty charge of £15 per quarter of an hour, or part of**, will be incurred if my/our child is not collected on time (by 6pm).

I/we have read this contract/declaration and agree to abide by all the conditions.

Signed: Parent/Carer Date:

Signed: Parent/Carer Date:

Please sign this contract/declaration and return one copy to the club on/by

.....