



## **Rush Common Before and After School Club Professional Practice Document ("PPD") for Admissions and Fees**

Our Club is committed to providing a fair and open admission system that offers a competitively priced and good value service.

### **1) Admissions**

- 1.1 The Club is open to all children attending Rush Common School. It exists to offer a child care service for working parents and for parents wanting, for whatever reason, to delay collecting their children at the end of the school day.
- 1.2 There is an information booklet available for parents/carers enquiring about a place for their child, which outlines all the necessary guidelines. A registration and booking form will also need to be completed. If your child is already attending school and there is a place available the child may start immediately, otherwise they will be added to the waiting list and you will be contacted when a space becomes available.

### **2) 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:

- 2.1 If on making enquiries about a place for their child, a parent/carer is informed that there is no suitable place available, the Club waiting list procedure will be explained.
- 2.2 The waiting list will be kept and used on a sibling priority and then 'first come first served' basis. The Club will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Club.
- 2.3 When a place becomes available the BASC Manager will contact the parent/carer and inform them of the date that the child may start.
- 2.4 If the parent/carer still wishes to take up the place they will be asked to complete a current booking and registration form.
- 2.5 If the parent/carer concerned no longer wishes to take up a place, the next child on the waiting list will be offered the place.

### 3) Fees

The Club understands that the cost of 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 parent/carers respect its policy regarding fees.

3.1 The level of fees will be set by the Registered Person 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.

3.2 Fees are due at the time of booking, in advance of each term/session as stated on each invoice.

3.3 If fees are persistently late or not paid at all, the Club will be forced to terminate the child's place.

3.4 Parents/carers are encouraged to speak to the BASC Manager if they have a query about the fees policy.

### 4) Late Pick Up Arrangements

The afternoon session finishes promptly at 5.00pm unless you are paying for the extended session which finishes promptly at 6.00pm. Should your child not be picked up by the end time of your session an additional payment must be made. Payment charges will reflect the costs of staff beyond the agreed B.A.S.C. closing time. For safety reasons two members of staff need to wait with the children.

### 5) Cancellation and Non-Attendance of a Pre Booked Place

As explained in our information booklet, should you need to change sessions or withdraw your child from the Club four weeks' notice must be given. There is no provision for refunds or credits against cancelled sessions.

Review of this PPD

The Leadership Team reviews the PPD every 3 years. It may however review the PPD earlier, if required.

Approved by the Leadership Team on 16<sup>th</sup> October 2019

Signed: *Kristen Fawcett*.....(Acting Headteacher)

Review Date: October 2022