

# Linton Out of School Club

## Admissions and Fees Policy

Linton Out of School Club accepts children between the ages of 4 – 11 years old and is registered to take 26 children (two places are held for emergencies) per session. The manager will always strive to provide places but there may be times when there is a need for a waiting list. Places will generally be allocated on a 'first come, first served' basis although the manager may take special circumstances into account. These may include:-

- Priority to parents who require places in order to work or study
- Priority to lone parents
- Inter-agency referrals – this system reserves places for referrals from external agencies such as social care (OCYPS)
- The club needs to ensure financial viability

LOSC is committed to providing a service free from discrimination as well as making it accessible to everyone in our community.

### **Registration**

When a parent/carer contacts LOSC 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 whether there is currently a suitable place available for their child.

If a place is available, the parent/carer and, where possible, the child will be invited to visit the club and to speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete and sign the Registration and Medical Form to confirm their child's place.

### **Hours**

- Monday – Friday (term time only excluding bank holidays)
- Collection from school until 4.30pm (Mon-Fri) or 6pm (Mon-Thurs)

LOSC does not operate during the holidays. The club follows the Linton Infants and Linton Heights Junior School's term dates as closely as possible.

### **Booking places**

Bookings and related payments must be made in advance. Parents/carers will receive the relevant booking form by email in the preceding half term. Completed booking forms and payment must be received by the club prior to the end of the preceding half term. Booking confirmation will be in the form of an invoice and will be sent by email.

At minimum of 1 session per week must be booked.

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## **Last minute alterations to bookings**

Once a place has been booked and the parent/carer has received confirmation, it is the responsibility of the parent/carer to inform the Manager of any alterations to their booking. If a child is not able to attend LOSC on a particular day due to sickness, holidays, parent/carer unable to collect their child or other activities, the parent/carer MUST inform the club on/before the day and as soon as possible. In cases where this has not occurred the LOSC staff will collect the child from school as normal and take to the club. Fees remain payable on all booked sessions.

## **Notice period**

If a child is to be withdrawn from the club or changes to booked sessions need to be made, two weeks written notice must be given to the Manager. The Manager will ensure this information is passed on for invoicing purposes. If a child's place is cancelled it will be released to another child.

## **Fees**

The club's fee structure is as follows:

- Fees are payable by the end of the preceding half term to the booking.
- Fees must be paid in full to secure your child's place in the following half term.
- Fees remain payable on booked sessions whether or not your child attends, including sessions missed through holiday and sickness.
- There is a sibling discount of 10% available. The oldest child pays full price and there is a discount of 10% for each subsequent child.
- The club accepts all types of Childcare Vouchers which are used against the fees.

The level of fees will be reviewed annually in light of the club's financial position. Parents/carers are encouraged to speak to the Manager if they have any query about the fees policy, or 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.