



Rocketeers

Admissions and Fees Policy

Rocketeers is registered with Ofsted; our registration number is EY495426. We provide care for children between the ages of 4 and 11, our clubs are currently run at Kingslea, Heron Way, Trafalgar, St. John's and St. Robert's school. Our holiday club is run for all children and is based at Kingslea school.

Places are offered on a first-come first-served basis. When all places have been filled a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Children of the Primary School

Registration

When an enquiry regarding places is made we will issue a booking form to be returned with a *£50 deposit per child. *(The deposit is held on account and refunded on payment of the last individual invoice.)*

We will also send out a Club Handbook which contains all the information needed regarding attending the settings.

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.

Parents must complete the necessary paperwork, ie contract, registration, medical, booking and photo permission forms, before their children can attend the club.

Permanent place:

Once reoccurring bookings have been processed, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether or alter a regular booking, 6 weeks' 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 £4.50 for Breakfast Club and £14 for After School Club. 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 childcare vouchers.

- Fees for regular bookings are payable half termly in advance
- Fees for adhoc bookings are due at the time of booking the place
- Fees can be paid by cheque, electronic transfer, cash or direct debit
- We accept Childcare Vouchers, please e-mail enquiries@rocketeerschildcare.co.uk to find out what schemes we are registered in.
- There is a charge of £10 per 15 minutes for late collection, which will be added to the next invoice
- Fees are charged for booked sessions whether the child attends or not
- We offer a 10% discount for siblings e.g. One child would be £14 any other child would benefit from a 10% discount. This only applies when both siblings are in on the same session.

Payment of fees

Fees are reviewed annually. The 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 business manager.

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 recommend that they arrange a meeting with the business manager as soon as possible.

There is a £25 charge for late payments of termly fees.

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

If the fees remain unpaid after all the above options have been explored, the Club may have to cancel the child's place. This will result in the deposit not being returned.

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This policy was adopted by Sarah Adams	Date: 06/11/2017
To be reviewed: 01/05/2018	Signed: Sarah Adams

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Information and records [3.68-3.75]*

