



HRS After School Club

Admissions & Fees Policy

Our After School Club runs every day during term time between 3.35pm and 5.35pm. After School Club places are only available to pupils at Helena Romanes School.

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

Priority will be given based on the following criteria

- Places are offered on a first-come first-served basis
- Priority will be given to children who already attend After School Club
- No priority will be given to siblings of children already attending After School Club, but staff will actively encourage existing parents/carers to apply early for any additional place in order to avoid disappointment

Enquiries

When an enquiry is made regarding places, parents/carers will be given the following relevant information:

- Admissions and Fees Policy
- Information regarding whether there is currently a suitable place available OR information regarding their place on the waiting list – this can only be an estimate and will not constitute a binding guarantee from the Club.
- Registration Form OR Waiting List Application Form
- Terms and Conditions

Admissions Procedure

If a suitable place is available, the parent/carer and, where possible, the child will be invited to visit the Club and speak to members of staff. Once admission has been agreed by both the Club and the parent/carer, the relevant forms are required to be completed and signed:

- Terms and Conditions (including photo permission form)
- Online registration form (including medical information)

Once the admission is secure, the Manager or a designated member of staff will contact the parent/carer to arrange a date for the child's first session at the Club.

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 the waiting list:

- Parents/Carers must complete a Waiting List Application Form for each child they wish to join the Club.
- Parents/Carers can enquire as to their child's position on the waiting list at any time.
- It is the responsibility of the parent/carers to ensure that the Waiting List Application Form is kept up to date with relevant information.

- When a place becomes available, Club staff will contact the parent/carer whose child is suitable for the next place on the waiting list.
- If that parent/carer still wishes to take up the place for their child, they will be required to complete a Registration Form and follow the remaining steps of the Admissions Procedure outlined above.
- If a place is no longer required, the parent/carer of the next suitable eligible child will be contacted.
- We do not hold places.
- If a child leaves the Club but the parent/carer wishes them to re-join, another application may have to be made and the child may have to join the waiting list.

Casual bookings

Casual bookings will be subject to availability and only accepted if a Registration Form has been completed and signed. Payment must be made in advance.

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 levels of fees will be set by the 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 economic or social considerations deemed relevant.
- Payments for After School Club must be made in advance.
- If the fees are not paid on time, the Club will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- The manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the Club being forfeited.
- If fees are paid persistently late, or not at all, with no explanation, the Club will be forced to terminate that child's place. Under exceptional circumstances the Manager may agree to allow the child to continue attending the Club for the remainder of that week.
- Parents/carers are encouraged to speak to the Manager if they have any query about the fees policy, or if they 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.
- Cancellation fees/Late pick-up fees are in place and it is important that parents are aware of them. Please see our Terms and Conditions.

Special Needs:

Where a child has a specific need, including a disability, admission will be based on:

- All parties agreeing that the environment is appropriate for the child
- The degree of integration is acceptable, given staffing levels
- Liaison will be arranged with the school including the SENCO and the relevant professional support networks if applicable

Emergency Admissions

Emergency admissions will be at the discretion of the Helena Romanes School Primary Headteacher and After School Club Manager.

Policies

HRS After School Club has policies in place on the following:

- Admissions and Fees Policy
- Arrivals and Departures Policy
- Care and Learning Policy
- As HRS After School Club is part of Helena Romanes School, all policies are the same as the policies of the school.

We advise parents, guardians and carers to read these policies, which are available on our website or please ask a member of staff for a copy.

Contact Details:

After School Club Manager: Karen Harvey/ Bev Louth

HRS After School Club

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