



Breakfast Club

Admissions and Fees Policy

Our school is committed to providing a fair and open booking and charging system that offers a competitively priced and good value service for our Breakfast Club provision.

Admissions

When a parent/carer contacts the school enquiring about a place for their child at Breakfast Club, they will be provided with a Registration Form and BC Terms and Conditions. On receipt of the completed Registration Form, for requests for places during the current school term, the school will check whether a place is available and confirm within five working days. For requests for places for the following school term the school will check whether places will be available 3 weeks before the end of the current term and then allocate places as they become available.

Fees

The Club understands that the cost of registered childcare may seem expensive to a parent/carer. Current fees are shown below.

- Fees are charged weekly in arrears
- Childcare vouchers are accepted. Details of voucher scheme must be provided
- Outstanding balances should be cleared every short term
- If the fees are not paid on time, the Club will notify the parent/carer in writing and request payment by return.
- The Headteacher 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 forfeit.
- The Governing Body/Headteacher reserves the right to take legal action, if necessary, to recover any outstanding payment.
- If fees are paid persistently late or not at all with no explanation, the Club will be forced to terminate that child's place.

Parents/carers are encouraged to speak to the Business Manager if they have any query about the Charging 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.

Breakfast Club Daily Charges 2019-20

Breakfast Club runs from 7.45 until 8.40am Monday to Friday

Ist Child	£4
Siblings	£3