



## 34: Admissions and Fees

**Our Club welcomes all children and parents who attend Reigate Priory School. Our Club is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit and are part of the Government's Tax-Free Childcare Service introduced in 2017.**

### **Admissions**

When a parent/carer contacts the Club enquiring about a place for their child, they will be given all the relevant information they require including details of the Admission and Fees policy, and informed of whether there is currently a suitable place available for their child.

Places are open to everyone in the Reigate Priory School. Priority is given to children who have been attending for more than one term before new places are allocated on a first come first served basis.

The parent/carer must agree to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, as detailed in our parent Carer Policy.

Parents/carers must complete and sign the Emergency Medical Treatment Form.

The Settling in policy will come into operation, once the booking and start date has been confirmed.

### **Waiting List**

To ensure that admissions to the Club are offered on a fair and transparent basis, as the booking system is online a waiting list is not an option but the club will apply the following procedure:

- If, on making an enquiry about a place for their child, a parent/carer is informed that there is not currently a suitable one available, Parents/carers will be encouraged to submit their request for a place for their child to the Club in writing. The details of this request will be placed on the waiting list, in the order that they are submitted.
- The waiting list will be kept and applied on the 'first come first served' basis.
- When a vacancy at the Club becomes available, the Manager will contact the parent/carer whose child is suitable for the place and is highest up on the waiting list.
- If that parent/carer still wishes to take up the place for their child, they will be asked to set up/log in to their account with our online booking system [www.tclub6.magicbooking.co.uk](http://www.tclub6.magicbooking.co.uk)
- If the parent/carer concerned no longer wishes to take up a place, the parent/carer of the next suitable child on the list will be contacted.



## **Fees**

- The level of fees will be set by the Committee 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
- Payment of fees must be made in advance of sessions to be attended, via credit/Debit card, BACs payments, Cheque, Childcare vouchers or Tax Free childcare.
- 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 Committee reserves 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 terminate that child's place. Under exceptional circumstances, the Committee may use their discretion and agree to allow the child to continue attending the Club.
- 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.