



## 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, through an online booking system.

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

The online booking system will offer a waiting list option should there not be space available on the days required.

- When a vacancy at the Club becomes available, the Manager will contact all the parents/carers whose child is eligible for the place and inform them a place is available and can be booked on a first come first served basis.
- If that parent/carer still wishes to take the place for their child, they will need to have a log in to our online booking system, if they do not already have an account they will need to set up an account [www.tclub6.magicbooking.co.uk](http://www.tclub6.magicbooking.co.uk)
- The waiting list is held for the period the bookings are open for which is usually a term and will reset once this period has closed.

### 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.