



### **Admission, Booking, Payment and Pricing Policies and Procedures**

The club is a charity with any profits put back into the club. We are a separate organisation to the school and rely on prompt payment of fees to ensure that the club stays open and runs smoothly.

The cost of running the club is mostly covered by fees, these costs include:

- Day to day running costs- food, insurance, Ofsted, administration fees
- Staff costs – Wages and Training, Criminal Records checks (DBS)
- Rent
- Equipment and resources

Fees are reviewed on an annual basis and every effort is made to keep increases to a minimum. However, it may be necessary to increase fees if costs unexpectedly rise, in which case reasonable notice will be given. We also fund raise to help buy resources and cover any shortfalls in our finances.

#### **Admission and Booking Procedure:**

To apply for a place, you will need to complete a booking and registration form. Your booking will be for that school year.

Near the end of every school year existing families will be asked to rebook for the next school year and given a date by when they must return the forms.

All fees must be paid up to date before we can reallocate a place. Failure to renew on time or having outstanding fees may result in your child not being allocated a place. Once the renewal deadline date has passed we cannot guarantee we will have a place for your child and places will be allocated to new families. New places are offered on a first-come first-served basis. When all have been filled, a waiting list will be established, with the following criteria considered.

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

Anyone can apply for permanent place during the school year but all places are subject to availability.

**Changes to Bookings** To cancel or change a day then you will need to complete an amendment to booking form. Any requests for changes to days or extra days are subject to availability, 4 weeks' notice

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Charity No : 1080036



is needed to drop a day. If you wish to withdraw your child's place during the school year 4 weeks' notice is required.

**Payments** Invoices are issued by the club on a half termly basis, once you have received your invoice then immediate payment is required.

**Extra Bookings If** you wish to book an extra session, please ask for an Ad-hoc extra booking form. Please complete the form and return with payment. Before booking a place please check with a member of staff that we have availability.

**Ad-Hoc Bookings** If a parent whose child does not normally attend the club wishes to book an ad-hoc place they must collect or request a form and complete a registration form. Payment is required with booking. All places are subject to availability.

**Payment Methods** Payment can be made by on-line banking, cheque, child care vouchers or cash. Details for payments can be found on the invoices. If you need to pay by childcare voucher and need information please do not hesitate to contact us.

**Problems Paying** If you are having trouble paying for childcare, please discuss with the manager to come to an arrangement. Please check government websites to see if you are entitled to any help with childcare costs. The club's survival is dependent on prompt payment of fees. Nonpayment of fees could result in legal action being taken. Financial records are maintained and audited regularly.

This policy was adopted by: Bramley Out Of School Club	Date: May 2019
To be reviewed by: August 2020	Signed: Julie Wilson Manager