

Barnack Home from Home

Admissions and Fees Policy

Home from Home is registered with Ofsted; our registration number is 2548936. We provide care for children between the ages of 4 and 11, primarily serving the children of Barnack CE Primary School.

Places are offered on a first-come first-served basis. When all places have been filled, a waiting list will be established, with the following order of priority:

1. Siblings of children already attending the club
2. Those requiring the greatest number of sessions/hours per week
3. Children of Barnack CE Primary School
4. Children living in the area attending other schools
5. Sibling of children who live in the area attending other schools

Registration

When an enquiry regarding places is made, parents or carers will be given all the relevant Club information, including:

- Information regarding availability of places
- Details of the Admissions and Fees policy
- Registration form, medical form, parent contract, booking form, privacy notice, photo permission form
- Behavior Management policy
- Complaints policy

If a place is available, the parents and child will be invited to visit the club for an induction. The child will be able to attend the Club as soon as the completed forms are received.

If no places are available, the parent will be informed and the child's name added to the waiting list. As soon as suitable places become available parents will be informed.

Booking procedure

Parents must complete the necessary paperwork, ie, registration, medical, privacy notice, booking and photo permission forms, before their children can attend the club.

Once booked, if a child does not attend for any reason, you will still be charged for this place.

Fee structure

Fees are charged at £4.80 for breakfast club, and £12 for after school club.

Holiday clubs are £30 for a full day or £20 for half days.

Fees are reviewed annually. The Club will consider requests for variation to payment terms on an individual basis. Anyone making these requests should contact the manager at the earliest opportunity. Any queries regarding fees should be directed to the manager.

Payment of fees

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element of the Working Tax Credit/Universal Credit.

- Fees are payable in advance
- We accept debit/credit card, electronic transfer, childcare vouchers and Tax-Free Childcare scheme payments
- Bank transfers, childcare vouchers and Tax-Free Childcare scheme payments must be made at least 3 working days before the day of booking
- There is a charge for late collection, £5 for the first 10 minutes and £1 for every minute thereafter
- Fees are charged for booked sessions whether the child attends or not
- We offer a 10% discount for early bookings
- We offer 5% discount for 3 siblings or more

Cancellations and amendments

Amendments to bookings will only be accepted if requested in writing with at least 14 days notice. Home from Home does not accept cancellations and any sessions not used will not be refunded.

This policy was adopted by Barnack Home from Home	Date:1/1/23
To be reviewed: 1/1/24	Signed: N Holman

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.67-3.77]*