

## **Admissions and Fees Policy**

### **Admissions Policy**

Firm Foundations for Children and Adolescents CIC is committed to inclusion.

Where the number of applications exceeds the number of places available, a waiting list will be drawn up. The Director will then allocate places as they come available. The Director will allocate places according to the criteria outlined below.

Children with Additional Needs are welcome at 'The Study Zone'. (External funding may be available to meet the costs of specialized support, resources and equipment, please ask us for information).

This policy will be reviewed annually. Following a review the policy may change. Parents will be informed of any changes in policy.

### **After-School Study Sessions**

1. Priority is given to
  - i. Children who already attend and want to increase their nights
  - ii. Siblings of children who already attend between the ages of 7 and 14
  - iii. Young carers and looked after children
  - iv. Children of parents who work or study
2. Three places will be reserved each night for children whose parents are eligible for the Childcare Tax Credit/NDFP/Student childcare grant.
3. Places can be retained during a period of absence at the discretion of the Director. Applications to retain a place should be made in writing to the Director and should outline the time scale involved, the dates of absence and expected return and the reason for the absence.
4. To secure a place on the waiting list parents will be required to complete a registration and booking form and a terms and conditions agreement, these should be sent to Firm Foundations for Children and Adolescents CIC with a retainer equivalent to three weeks fees, this money shall then be used as an advanced payment on the child starting. This payment is non refundable should the child not take up a place.

**Firm Foundations for Children and Adolescents CIC is committed to providing a fair and open admission system that offers a high quality service. As a provider of quality childcare for**

over 7's, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.

### **Admissions**

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

If a suitable place is available the parent/carer and, where possible, the child will be invited to visit the Club and speak to members of staff. If the parent/carer agrees to abide by all the terms and conditions of admission, including the level of fees and arrangements for payment, they will be asked to complete a registration and booking form and pay three weeks worth of fees as a retainer to confirm their child's place.

Once the admission is secure, the Director will contact the parent/carer concerned to arrange a date for the child's first session at the Club. At this stage, the provisions of the Settling In procedure will come into operation.

### **Waiting List**

To ensure that admissions to the Club are offered on a fair and transparent basis, the following procedure will apply to the management of waiting lists:

- 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, the Club's waiting list procedure will be explained and then activated on the parent/carer's behalf.
- The waiting list will be kept and places allocated on a half termly basis according to the criteria detailed above. The Club will advise the parent/carer of how long they are likely to have to wait before a suitable place becomes available. This information will only be an estimate and will not constitute a binding guarantee from the Club.
- When a vacancy at the Club becomes available, the Director 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 complete the necessary forms and follow the steps of the admissions procedure outlined above.
- 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 Club understands that the cost of childcare may seem expensive to a parent/carer. However, providing a high quality, safe and stimulating service for children is not cheap and to ensure the

continued high standards and sustainability of the Club, it must ask that parents/carers respect its policy in respect of fees.

- The level of fees will be set by the Director 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.
- A system of discounts for those that pay their invoices promptly and penalties for those who fail to pay on time operates.
- Payment of fees should be made half termly in advance. In certain circumstances individual payment arrangements can be negotiated between the Director and parents/carers.
- The Club will be sympathetic to requests for daily/weekly payment. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the Director at the earliest possible opportunity.
- If the fees are not paid on time, the Club will notify the parent/carer and request payment at the earliest possible opportunity.
- The Director 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 forfeited.
- If fees are paid persistently late or not at all with no explanation, the Club will be forced to terminate that child's place. Under exceptional circumstances, the Director may agree to allow the child to continue attending the Club for the remainder of that week.
- Parents/carers are encouraged to speak to a member of staff or the Director 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 jeopardizing their child's place at the Club.

**The Admissions and Fees Policy shall be reviewed annually. It may be necessary for further reviews if the policy is ever brought into question either by an individual or a particular incident.**