



## STONEHAVEN AFTER SCHOOL CLUB

### **Admissions Policy**

The Stonehaven After School Club welcomes applications from the parents/carers of children and young people aged between 4 – 12 years old.

#### **Term-time**

1. Children who are presently booked into the club for a regular session must reregister every year.
2. Registration forms will be available online for parents to complete at home and return to the SASC by a specified date. Forms returned after the given return date may not be accepted. The manager will organise a registration open night where families can drop in and ask questions, meet the staff or return their forms. Parents/carers will be notified of any relevant information regarding registration via newsletter, email, our website and the SASC facebook page.
3. There is a waiting list kept of families who wish to use the club or increase the hours they've already been allocated. Once a space becomes available, the club manager will contact parent/carers and verbally offer them a place. Parents/carers will then be required to complete the relevant registration documents for their children.
4. Priority spaces will be given to siblings of existing club members. No priority is given for existing members to change their days; all extra requests must be added to the club waiting list.
5. We have no policy for priority places to be given for low income or single parent families. We accept children on a first come first served basis.

#### **School Holiday/In-service Days**

Some parents/carers only use the After School Club on holidays and in service days. All children attending the club during these times are still required to be registered, pay the registration fee and complete the relevant holiday forms.

During the school holidays/in service days, if you child is booked in but fails to attend you will still be charged the full rate applicable.

#### **Fees**

| <b>Term Time Fees</b>         | <b>Rate for 1st Child</b> | <b>Rate for any additional siblings (Mon-Fri full time users only eg. 730am to 6pm)</b> |
|-------------------------------|---------------------------|---|
| Hourly Rate                   | 4.40                      | 4.40  |
| Morning Session (0730-0900)   | 6.60                      | 6.60  |
| Morning Session (0800-0900)   | 4.40                      | 4.40  |
| Afternoon Session (1500-1700) | 8.80                      | 8.80  |
| Afternoon Session (1500-1800) | 13.20                     | 11.90   |



| Holiday / In Service Fees | Rate for 1st Child | Rate for any additional siblings |
|---------------------------|--------------------|----------------------------------|
| Half day (up to 5 hours)  | 19.00              | 17.00                            |
| Full day (0730-1800)      | 25.00              | 19.00                            |
| Full week                 | 125.00             | 95.00                            |

### Breakfast

50p Monday to Thursday and £1 on a Friday

### Term Time

An annual registration fee of £15 is applicable for the 1st child and £10 for any siblings.

Fees are charged at an hourly rate.

A 10% discount is applied to the hourly rate for the afternoon session only for siblings of full time users i.e. those who attend Monday to Friday 0730am to 6pm.

Cancellations will be charged at the full session applicable rate unless notice is given in writing one month in advance.

Should a member of staff have to be called out to look for a child who is not at the appropriate pick up point, a surcharge of £5 will apply. This is to cover the costs of taxis, staff time and phone calls.

If a child is not collected by 6.00pm, a charge of £5 per quarter of an hour will be added to your invoice to cover the costs of the two staff who are legally required to stay.

One month's notice in writing must be provided when cancelling a place or the cost of one month's fees will be charged.

### School Holidays / In Service Days

Children must be registered users and as such will pay a registration fee of £15 for the 1st child and £10 for any siblings

Fees are charged at a day rate

A 10% discount applies to all siblings

Cancellations or no shows will be charged at the full applicable rate unless notice is given in writing one month in advance.

If a child is not collected by 6.00pm, a charge of £5 per quarter of an hour will be added to your invoice to cover the costs of the two staff who are legally required to stay

Any day trips are charged as an additional cost which will be added to your monthly invoice

A packed lunch must be provided (hot food cannot be prepared at the Club)

Any late bookings made after the appointed cut-off date will be charged at the hourly term-time rate.



## **Payment of Fees**

Fees are invoiced monthly in arrears and must be paid within 30 days.

If more than one month in arrears, your child's / children's places will be released.

Non-payment of fees will result in legal action.

The Club accepts cash payments, cheques, bank transfers and childcare vouchers.

Should parents have an issue paying fees due to changes in personal circumstances, please raise this in a timely manner with the Management team.

## **Cancellation due to sickness/change of circumstances**

Parent/carers must notify the staff of the Stonehaven After School Club if their child is off sick from school or will no longer require a space. If parents cancel via email or text message, they must receive a confirmation from staff and not assume that the staff have opened their message. If parents do not receive a confirmation message, they must call to ensure the staff on duty are aware of the cancellation.

Any cancellations made more than one month in advance will not be charged. Cancellations made less than one month in advance will be charged the basic daily rate; 1 hour for a morning session and 2 hours for an afternoon session.

If a child is booked in during the school holidays and/or in-service days, they will be charged the full rate applicable even if they wish to cancel.

## **Termination of Contract**

By Parent -

One Months notice in writing or one months fees are required if a child is to be withdrawn.

By Club -

The SASC Board of Directors retain the right to withdraw the place for children due to:

- Constant infringement of the rules
- Arrears of one month or more.
- Where the club feels we can no longer provide a service, which gives appropriate benefits to the individual and other users.

At all times, the parents will be advised by letter and given the opportunity to appeal.

The final decision is made by the majority vote of the Board of Directors.