



Heronhill School & Nursery

Early Bird Club & Tea Club

Admissions and fees policy



Welcome to our wraparound care offer. As part of our continued commitment to our families, we wish to provide high quality wraparound care for our children with our breakfast club and tea club. This will be run from our Nest Room and will be staffed by Heronhill staff.

ADMISSIONS AND FEES POLICY

Admissions

When a parent/ carer contacts **school** to enquire about a place for their child, they will be given an Admissions Pack, which includes a Registration Form to complete and return. A copy of this pack is available from the school office.

Once the Registration Form is completed and returned, you will be able to make bookings on the **My Child At School app**.

- Parents/ carers will have access to book places for their required sessions
- Bookings must be made at least **24 hours** advance by the parent/ carer
- If you need to cancel a booking please ensure this is done at least **48 hours** in advance of your booking.
- Full payment is required at the time of booking via My Child at School (MCAS)
- Children from the same family must be booked individually
- Parents/ carers are required to manage their own bookings using My Child at School (MCAS)
- If you need to book your child in at late notice, please call the office so they can check availability.

Charging Policy and Fees

Session Rates for Childcare at Breakfast/Tea club

Breakfast Club

7.30-8.30am- £5.00 - Includes breakfast

8.15am-8.30am- £1.00 - Does not include breakfast, drinks served throughout session.

Tea Club

3.10pm- 4.30pm- £5.50- Includes a light snack

3.10pm-5.30pm-£10.50- Includes a light tea

The level of fees will be set by the Governing board 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.

Bookings and payment of fees must be made through your **My Child at school (MCAS)**. We also accept HMRC Tax-Free childcare payments. Please contact the school office if you are planning to use this form of payment and we can advise of the process.

All accounts must be paid for in full at the time of booking. ***Please keep a copy of your booking for your reference. We do not accept any bookings without payment.*** If you no longer require **Breakfast club or Tea club** please advise the School office.

No refunds can be given for any amendments or cancellations as staffing is based on demand.

- ***By paying for this club, you are entering into a contract with the school. Should your child not follow the rules of the club they will be asked to leave, and the provision will be withdrawn. Refunds will not be given if a child is asked to leave a club due to poor behaviour.***

Closure of Breakfast & Tea Club

Absences, non-attendance

- Fees will not be refunded or waived for absence through sickness or holidays or any other cause during term time.
- It is essential a place is booked for your child, so we may comply with Ofsted ratios and cater for your child. Please ensure booking online is completed or if in an emergency the **school office** is informed.
- If a child is left uncollected at the end of the school day with no prior provision being made with the administrator, as part of our Safeguarding procedure our Safeguarding team will be informed, the parent/carer will be called by the school office and your child will be placed into tea club, and you will be charged a fine of £10.00.

Our Club has the highest regard for the safety of the children in our care – from the moment they arrive to the moment that they leave.

At the end of every session, Tea Club will ensure that all children are collected by a parent, carer or designated adult. If a child is not collected at the end of a session, the following procedures will be activated.

- If a parent, carer or designated adult is late in collecting their child, the Head of School will be informed.
- The child will remain in the care of Tea Club until they are collected by the parent, carer or designated adult.
- Incidents of late collection will be recorded by the Tea Club Lead and discussed with parents/ carers at the earliest opportunity. Parents/ carers will be informed that late collection will result in the imposition of a fine and persistent late collection may result in the loss of their child's place at Tea club

Uncollected children at the end of Tea Club (5.30pm)

In the event of your child being collected after 5.30pm, there will be an additional charge of £10.00 for every ten minutes, per child. This charge covers the overtime costs for the two staff on duty.