Sherwood Primary School

BASE Club

Admissions and Fees Policy

Sherwood BASE Club is led by Sherwood Primary School under our Ofsted Registration and caters for up to 80 children in any session, between the ages of 4 and 11, serving the children of Sherwood 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

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, photo permission form
- Behaviour management policy

Parents and Carers will be signposted to our School website for key information and visits are arranged for our EYFS children as part of their 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 contract, registration, medical, booking and photo permission forms, before their children can attend the club.

- **Regular place**:
  Once booked, if a child does not attend for any reason, you will still be charged for this place. If you wish to cancel the place altogether, one month's notice in writing is required.

- **Flexible booking**:
  We will accept flexible bookings as long as there are places available. If a flexible place has been booked and is no longer required, the club must be given 48 hours notice. If notice is not given, the place will still be charged for.

Fee structure

Fees are charged at   £5.50 per session for before school club.
                                       £8.00 per session for after school club.

There is a 50% reduction in fees for children of members of Staff or children of members of the Governing Body.

The Club recognises that childcare can be costly, so we encourage eligible parents or carers to utilise tax free childcare schemes. We are registered to accept Computershare, Edenred and Kiddivouchers and other childcare vouchers.

- Fees are payable half-termly in advance
- Fees can be paid by ParentPay or Childcare Vouchers.
- There is a charge of £5 per quarter hour for late collection, which should be paid within one week of the charge being applied to parent's ParentPay Account.
- The club accepts childcare vouchers
- Fees are charged for booked sessions whether the child attends or not

Government Childcare Grant

We accept the childcare grant for BASE fees. There is an £8 administration charge (per week, per family) for claiming these fees on your behalf.

Payment of fees

Fees are reviewed annually by the registered person. 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.

If fees are not paid, the Club will write to the parent or carer, requesting payment. If the parents or carers are having difficulty making the payment on time we recommend that they arrange a meeting with the manager as soon as possible.

Where there is no explanation for repeated late payment, the business manager will contact the parents or carers to discuss payment options. The manager may issue a formal warning to the parent or carer informing them that continued late payment will result in their child's place at the Club being withdrawn.

If the fees remain unpaid after all the above options have been explored, the Club may have to cancel the child's place.

This policy was adopted by Sherwood School	Date: March 2025
To be reviewed: March 2026	Signed: