



Brookside Nursery & Care Club
Bright Street
Clitheroe
BB7 1NW
Mobile 07980 177411
nursery@brookside.lancs.sch.uk

Admissions, Attendance and Fees Policy

All children who are pupils at Brookside Primary School and the children of the staff of Brookside are eligible to attend Brookside Nursery & Care Club. Care Club is registered with Ofsted and our registration number is 309793. Under the rules of the registration we may care for up to 50 children at any one time.

Registration

Care Club - The child will be able to attend Care Club as soon as the completed forms and registration fee of £2.50 are received. *Each summer/autumn term registration details will be checked and confirmed to be correct, if a lengthy absence from using our club re-registration will be required.* Once registration is complete the parent will be offered the Parents' Handbook and the major policies (all other policies are available on request or parents directed to the information on our website page).

Nursery - Initially, we recommend parents visit the setting where registration options will be discussed such as taster sessions. All registration documents and information will then be given to parents.

Parents must complete the necessary paperwork before their children can attend Nursery and Care Club.

NURSERY ATTENDANCE

We are committed to ensuring the safety, wellbeing and consistent development of every child. Regular attendance is vital for children to fully benefit from the experiences we offer.

- If your child is unable to attend nursery you must notify us by telephone, text or email and continue to do so each day of the absence.
- If an absence is unexplained we will attempt to contact you and/or the emergency contacts you have listed at registration. If we are unable to reach you within 48 hours we may be required to carry out a home visit, request a welfare check or notify children's services.

CARE CLUB ATTENDANCE

- **Permanent place:**
Once booked, if a child does not attend for any reason (other than absence through illness) and the required notice has not been given you will still be charged for this place. If you wish to cancel the place altogether, two weeks' notice to the manager is required.
- **Temporary booking:**
We will accept temporary or occasional bookings as long as there are places available. If a temporary place has been booked and is no longer required, the club must be notified as soon as possible. Please note you may be charged for non-attendance if notice is not given. All non-attendance is monitored.
- **Sickness/Cancellations**
If your child is absent through illness please inform Care Club as soon as possible. If you need to cancel any sessions which are booked (please note 2 weeks' notice must be given), please notify Nursery or Care Club as soon as possible. If notice is not given, you will be charged for the sessions.
- **Late Bookings**
Late bookings will be accepted subject to availability.

- If your child is attending an after school extra-curricular activity, parents must let us know if they will be attending or not, charges may still apply if this isn't followed.

Fee structure

Care Club - Fees are charged at £5.00 per child for a morning session and £8.00 per afternoon session. Breakfast and snacks are included in the fees.

Nursery - Fees are charged at £45/full day. £15.50/3 hour nursery session. £5.00 AM wraparound care. £8.00 PM wraparound care. £3.50 lunch session. Fees will be worked out taking into account eligibility for 15 or 30 hours funded early education places.

Holiday Club - Fees are charged at £19.00/full day 8am - 5:30pm. For flexibility we offer an hourly rate of £2.00 an hour, hours to suit.

Brookside Nursery & Care Club aims to provide childcare at an affordable price; but recognises that childcare can be costly, so we encourage eligible parents or carers to claim the childcare element if you are in receipt of certain Benefits. We will also accept childcare vouchers (please contact the Nursery & Care Club Manager for guidance).

Payments via the school office are not encouraged, as we run separately from school and they do not have access to our payment system. Receipts are available on request.

- Fees for Care Club are ideally payable in advance, and can be paid weekly, monthly or termly.
- Fees can be paid by cheque or cash or via BACS, please request bank details.
- There is a charge of £5.00 per quarter of an hour for late collection.
- Care Club accepts childcare vouchers and tax free childcare payments.
- Fees are charged for booked sessions whether the child attends or not unless the child is ill or sufficient notice is given as stated in the booking procedure section.
- Invoices/texts will be sent at the end of the month with outstanding balances.

Payment of fees

Fees are reviewed annually by the Trustees. We 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, we 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. This will be dealt with in confidence.

Where there is no explanation for repeated late payment, the parent/carer will be contacted 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 being withdrawn.

If the fees remain unpaid after all the above options have been explored, Nursery & Care Club may have to cancel the child's place and seek debt recovery.

This policy was adopted by: Brookside Out of School Care Club	Date: 28.7.26
To be reviewed: July 2027	Signed: