

# Admissions and Fees

**OSCA welcomes all children and parents, including those with disabilities. OSCA is committed to providing a fair and open admission system that offers a competitively priced and good value service. As a provider of registered childcare, we both encourage and actively support eligible parents/carers claiming and taking up the childcare element of the Working Tax Credit.**

OSCA takes children who attend St. Johns C of E Primary School.

We strive to ensure that the admissions policy does not discriminate against individual children or groups on any grounds and it enables children to have an equal opportunity to attend.

## **Admissions**

When a parent/carer contacts the Club enquiring about a place for their child, they will be given all the relevant information 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 OSCA 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 and sign the Registration Form and pay the registration fee to confirm their child's place.

Parents/carers will also be encouraged to complete and sign the Emergency Medical Treatment Form.

Once the admission is secure, the manager, or a designated member of staff, will contact the parent/carer concerned to arrange a date for the child's first session at the setting. At this stage, the provisions of the Settling In policy will come into operation.

## **Admissions Rules.**

- Places must be booked in advance.
- All new members must complete a registration form and pay the registration fee before they attend the club.
- All questions relating to the booking of places or the waiting list should be addressed to the manager.
- A child's place may be lost if unacceptable behaviour is persistent.
- Registers will be kept on a daily basis. These will record the time each child arrives and leaves the play setting. Parents/carers must sign the register on collection of their child(ren).
- Children will only be allowed to leave the play setting with a named adult. Parents must inform the manager in writing if they wish their child to leave with another adult.
- When OSCA is full, places will be allocated on a "first come, first served" basis.
- Waiting list priority will be given to siblings of children who already attend the club and children or families with other circumstances which give rise to a referral from another agency (health, education, social services or voluntary support groups.)

## **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 place available, the Club's waiting list procedure will be explained and then activated on the parent/carer's behalf.
- Parents/carers will be encouraged to submit their request for a place for their child to the Club in writing. The details of this request will be placed on the waiting list, in the order that they are submitted.
- The waiting list will be kept and used on a 'first come first served' basis. 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 manager 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 Registration Form and follow the remaining 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.

Waiting list priority will be given to siblings of children who already attend the club and children or families with other circumstances which give rise to a referral from another agency (health, education, social services or voluntary support groups.)

### **Fees**

The Club understands that the cost of registered 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 Management Committee 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
- Payment of fees is due each week/month for all places booked, whether or not the child attends. Individual payment arrangements can be negotiated between the manager and parents/carers.

Payment will be waived where the child is sick and absent from school, according to school records. Beyond the period of one week, continuation of the waiver of fees is at the manager's discretion; the place may be re-advertised on a temporary or permanent basis after discussion with the parent/guardian of the child.

- The Club will be sympathetic to requests for daily payment. Parents/carers wishing to negotiate this or any other alteration to the standard fees policy should arrange a meeting with the manager at the earliest possible opportunity.

If fees are paid persistently late or not at all with no explanation, the setting will be forced to terminate that child's place. Under exceptional circumstances, the manager may agree to allow the child to continue attending the setting for the remainder of that week.

### **Invoices.**

The manager keeps a record of children's attendance at OSCA. As well as the day and date, the arrival and departure times are recorded on an attendance sheet. Club users accept this as a true record of attendance.

The manager uses these records to calculate the fees due for the week.

Payment is to be made by Friday of the next week at the latest, unless other arrangements have been made with the manager.

**Payment Methods.**

Payment can be made in cash, cheque (made payable to OSCA) or directly to the clubs bank account, details of which can be found on the invoice.

Parents/guardians may give the payment direct to the manager.

The manager will issue receipts for all payments and record them in the cash book and on the child's attendance sheet.

**Overdue Payments.**

- If the fees are not paid on time, the Club will notify the parent/carer in writing and request payment at the earliest possible opportunity.
- If an invoice has not been paid by the time the next months invoice is issued, the parent/guardian will be advised verbally and in writing that if payment for both months is not received by the end of the week then the child will forfeit their place at the club with immediate effect, until full payment is received. Under exceptional circumstances, the manager 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 Manager 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 jeopardising their child's place at the Club.

Date: 9 May 2016	
To be reviewed: May 2017	Signed: