



Dunkirk Fun Club: Wraparound Childcare - Breakfast and Afterschool Club

Dunkirk Primary School

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Website: <https://tinyurl.com/Dunkirk-Fun-Club>



Dunkirk Fun Club: Wraparound Childcare Policies

34: Admissions and Fees

Our club 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, universal credit or other benefits as appropriate.

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 including details of the Admissions and Fees policy, and informed of whether there is currently a suitable place available for their child.

If a parent/carer would like a place at Club, they will be asked to complete the admissions form. If they would like, they can, where possible, visit the club 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, the Manager will then contact them to confirm their place and start date. At this stage, the provisions of the Settling In policy will come into operation.

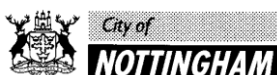
N.B. If the child has only just been admitted to school, a settling-in period within school of at least 1 week must elapse before any child is admitted to the club, depending on the child's age and maturity. This will give the club time to assess whether or not any additional provision needs to be made to support the child within the club. During the first two weeks within the club, staff will adjust any Risk Assessments present accordingly to ensure the provision for new children is appropriate.

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 one 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 via email as well as complete the online admissions form. The details of this request will be placed on the waiting list, in the order that they are submitted.

REGISTERED CHARITY NUMBER:
1200188



OFSTED REGISTERED

Supported by the Early Years Team
at Nottingham City Council

- 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, the parent will be reminded of the relevant policies, such as admission fees.
- 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.

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 Registered Person – Dunkirk Fun Club Trustees 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 should be made a month in advance via School Gateway, paying by the 5th of the month.

- Parents/carers wishing to negotiate payments or any other alteration to the standard fees policy should arrange a meeting with the manager at the earliest possible opportunity.

Payment of fees should be made by the 5th of the month. If the fees are not paid by the 5th of the month, the club will notify the parent/carer via email to request payment at the earliest possible opportunity, with a further warning on the 8th of the month. If the fees are not then paid by the 10th of the month, their child's place will be offered to the next child on the waiting list.

- The manager has the right to issue a formal warning to the parent/carer and inform them that continued late payment will result in their child's place at the club being forfeited.

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

- Where parents are still not paying fees, the Manager will send a reminder, and information regarding a Small Claims Court letter being formally sent where fees aren't paid by a given date. If fees are still not paid by the given date, a Small Claims court letter will be sent to the parent. A court date will be set where fees are still not paid.

NB: Termination of a Childcare Place

Dunkirk Fun Club: Wraparound Care will cancel a childcare agreement when a parent/carer does not fulfil his or her obligations repeatedly (**3 times in a term**)

- late pick up after 6:00pm
- repeated late payments

- 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.

Staff Fees

If Fun Club staff children are attending Fun Club whilst they are working, they are to be charged 40% of the fee.

Date of review/update and sent to the Board of Trustees for ratification: 18.10.22

Signed by Jamie Curtis, Manager

Date of ratification: 28 October 2022

Signed by Dunkirk Fun Club Trustees

Next review date: October 2023