

The Avenue Infant School

WRAPAROUND CARE ADMISSION AND FEES POLICY

Adopted: _____

Signed on behalf of the Governing Body: Mr Stewart Miller

Position: Chair of Governors

Date: 3rd December 2025

Review Date:

WRAPAROUND ADMISSION AND FEES POLICY

ADMISSION

Breakfast Club is available to children attending The Avenue Infant School and the After School Club aim is to be accessible to children and families from both The Avenue Infant School and Park Junior School. Admission is strictly on a first-come first-served basis. When all places have been filled a waiting list will be operated on a first-come first-served basis, with the exception of siblings who will have priority for the same days as a sibling already attending.

REGISTRATION

When an enquiry regarding places is made, parents/carers will be given all the relevant club information, including:

- Registration form
- Booking, Payment and Cancellation policy
- Admissions and Fees policy
- Behaviour Management policy
- Complaints policy

The child will be able to attend the club as soon as the completed registration form and payment 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 places become available parents will be informed.

BOOKING PROCEDURE

Breakfast Club bookings can be made online via School Money. On receipt of the completed registration form you will be sent a link by email to book and pay for the sessions required. Payments are due 2 weeks in advance of the booking.

After School Club bookings can be made online via School Money. On receipt of the completed registration form you will be sent a link by email to book and pay for the sessions required. Payments are due 2 weeks in advance of the booking. You can also book a session by calling the office. This is subject to availability.

FEES

Please see our website for the current fees (www.theavenueinfantschool.co.uk)

Payment can be made by the tax-free childcare scheme, childcare vouchers, and online payments via School Money. We accept vouchers from a number of schemes, please speak to the office if you wish to use the tax-free childcare scheme/childcare vouchers to pay for your bookings. Please note that cheques are NOT accepted.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is sick, or on holiday (regardless of the amount of notice given).

Please ensure that fees are paid promptly. Non-payment for more than two weeks will result in your place being terminated. If you are having difficulty paying fees, please speak in confidence to the school office.