

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.

We will require a completed set of registration forms for your child before they can attend the clubs. This information will be treated as confidential and will be stored appropriately.

REGISTRATION

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

- Information regarding availability of places
- Details of the Admissions and Fees policy
- Registration form, booking form, medical form, parent contract
- Behaviour Management policy
- Complaints policy

If a place is available, the parents/carers are welcome to visit the club. The child will be able to attend the club as soon as the completed forms 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

Parents must complete the necessary paperwork, i.e. registration, booking, medical, permissions form, before their children can attend the club. This must be given to The Avenue Infant School office.

Breakfast Club bookings can be made by email to admin@theavenue-inf.northants.sch.uk, in person or by calling the office.

After School Club bookings can be made by email to afterschool@theavenue-inf.northants.sch.uk, in person or by calling the office.

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FEES

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

Payment can be made by Childcare vouchers, and Online Payments via School Money. Please note that cash and cheques are NOT accepted. We accept vouchers from a number of schemes.

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 one month will result in your place being terminated. If you are having difficulty paying fees please speak in confidence to the school office.

This policy was adopted and reviewed on:	Date: 23/10/2020
To be reviewed: Annually	Signed: Stewart Miller, Chair of Governors