



Alston Lane Catholic Primary School And Nursery

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Alston Lane Out of School Club and Nursery Fee Paying and Booking Policy 2022

Alston Lane Out of School Club and Nursery is committed to providing a competitively priced and good value service. We regularly review provision to ensure it meets Ofsted requirements and those set out for the Early Years Foundation Stage. We are registered to accept vouchers from a variety of childcare schemes.

Bookings

Alston Lane Out of School Club and Nursery requires a booking system to ensure that all sessions are staffed according to predetermined ratios. Children's safety is of paramount importance and it is essential that parents/carers inform the school when a child will not attend a booked session.

- Parents/carers must complete a registration form to register their child with the club or nursery.
- Parents/carers must communicate with the Out of School Club Manager and Nursery Teacher to complete a booking form, prior to their child starting sessions.
- Additional sessions must be requested in advance by contacting the Out of School Club manager or the Nursery Teacher.
- Wrap around care for children in Alston Lane Nursery will be arranged through the nursery teacher and the Out of School Club manager.
- A waiting list for Out of School Club places will be maintained by the Out of School Club Manager.

Fees

Alston Lane Out of School Club and Nursery provides a safe and enjoyable service for children. To ensure the high quality and sustainability of the sessions, we must ask parents/carers to respect its policy on fees.

- The level of fees will be set by the governing body of the school and reviewed annually.
- Invoices will be issued at the end of a half term for the following half term.
- Payment is requested within 14 days of the invoice date.
- Payment for casual sessions should be made on the day that confirmation has been made by the Out of School Club Manager or Nursery Teacher.
- In certain circumstances, payment arrangements may be negotiated between the school and parents/carers.
- All booked sessions must be paid for, even if the child does not attend due to sickness or cancellation. Sessions may be swapped following communication with the Out of School Club Manager or Nursery Teacher, if this is feasible.
- If fees are not paid on time, parents/carers will be notified verbally or in writing, requesting payment at the earliest possible opportunity.
- The school has the right to issue a final payment request and inform parents/carers that continued late payment may result in the child's place being forfeited until full payment is received.
- Parents/carers are encouraged to speak to the school if they have a query about this policy or if, for any reason, they are likely to have difficulty making a payment on time.
- In the event of outstanding debt, the school reserves the right to pass these onto the local authority to collect them on our behalf, in line with the school's debt recovery policy.

This policy was agreed by the Governing Body in November 2022

