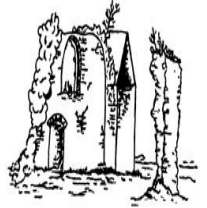




# The Priory Catholic Voluntary Academy



## Admissions and Fees Policy

The club will accept ages 4-11.

### Registration

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.

If the parent/carer agrees to abide by all the terms and conditions of admission, including the levels of fees and arrangements for payment, they will be asked to complete and sign the contract, as well as specifying any special dietary/medical requirements.

### Fees

The current fees are:-

- Breakfast - £3.50 (from 7.30am – 8.35am) per child per session
- After school - £3.50 (3.15pm – 4.30pm food not included) and £7.50 (3.15pm – 5.45pm) per child per session.

The After School Club finishes at 5.45pm. If you are delayed for any reason please telephone the Club to let us know. A late collection fee of £3.50 will be charged if you collect your child after the Club has closed. You may also be asked to make a contribution towards any extra staff wage costs incurred. The focused activities will finish at 4.30pm. If you are late collecting your child they will be placed in the General Club and a late collection fee of £3.50 will apply after 4.35pm. Any penalties for late collection fees will be advised to you on a regular basis and will be payable on PMX.

Payments are to be made in advance via PMX and booking forms handed into the office.

The level of fees will be set up by the school and reviewed annually.

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.

Parent/carers are encouraged to speak to the office team 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.

The child's place at the Club may be jeopardised If fees are paid persistently late or not at all with no explanation.

The office team have 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 all options have been explored and the fees are not paid the Club may be forced to terminate the child's place.